

DOING BUSINESS WITH
Defense Supply Center Richmond



EXPLORE THE POSSIBILITIES



DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER RICHMOND
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND, VA 23297-5000

Prospective Vendors:

As Associate Director of Small Business I want to welcome you to the world of DSCR procurement. DSCR is the lead aviation center for the Defense Logistics Agency (DLA). We supply the majority of aircraft components to the military. We also support our customer's needs for cable assemblies, packaged petroleum, chemicals, batteries, electro-mechanical products, bearings, and metalworking machinery.

We fully support the Small Business Administration's programs and regulations, looking for opportunities to expand our use of Small Business. Each year we award approximately \$1 Billion Dollars to small businesses through both unrestricted and set-aside solicitations. It is our belief that supporting small business enhances competition, quality, and delivery, and it enables us to better serve our customers.

One of DSCR's primary objectives is to be the best value logistics provider to our customers. To accomplish this we contract with vendors who consistently provide quality products on time, as demonstrated by their Automated Best Value System (ABVS) score. Detailed information on ABVS can be found on the web site and in this booklet. We look forward to developing a good relationship with your company that benefits your firm, DSCR, and our customers.

If you are a small business, looking to do business with DSCR, we encourage you to read this booklet and explore our web site at www.dscr.dla.mil. The web site includes a link to the Procurement Gateway where all DLA solicitations are posted. If you have any questions or we can be of service to you, please do not hesitate to call the Small Business Office personnel listed on page 59.

Sincerely,

John H. Henley
Associate Director
Small Business

WE ARE YOUR ADVOCATE

The DSCR Small Business Office acts as an advocate of Small Business. We are your Ombudsman. We encourage vendors to build positive business relationships with our Contracting Officers however, If there is difficulty with communication between DSCR personnel and vendors, we will be glad to:

- **Assist** in explaining the Government position
- **Present** vendor position to DSCR personnel
- **Coordinate** meetings with DSCR personnel
- **Attend** meetings to assure all voices are heard

We Cannot:

Act as a legal adviser
Expose proprietary information
Act as an agent for a vendor

We Can:

Represent the facts
Do our best to assure a fair and equitable solution

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GETTING STARTED

CCR REGISTRATION

All vendors who wish to do business with the Federal Government are required to complete the Central Contractor Registration (CCR), located at www.ccr.gov. (A Contractor and Government Entity (CAGE) code will be assigned at the completion of the CCR registration. The CAGE code is an important number identifying your company and address. We recommend you memorize that number and put it on literature that may be sent to DSCR personnel.) The following elements are mandatory in completing the CCR: Business Size, DUNS Number, Legal Business Name, Tax Identification Number, and Electronic Fund Transfer (EFT) info including ABA Routing number, Account Number, Account Type, Authorization Date, ACH Phone Number, Remittance Address, and Accounts Receivable POC. Have this information available prior to starting the registration process. CCR must be maintained and updated yearly. Previously assigned CAGE codes should always be maintained and up-to date. All changes should be made as an update to the CCR registration and to DUN and Bradstreet at the same time. To obtain a DUNS Number from **Dun and Bradstreet, call 800-333-0505**. A number may be obtained without taking membership in the organization. Detailed instructions for the CCR application process are provided at the web site. For vendors outside the USA, the CCR phone number is **616-961-4725**. Other numbers for CCR include 1-800-841-4431 to obtain/update your CCR status, and **888-352-9883** for general Customer Service. IT is absolutely essential that vendors identify their size and status in registration. Failure to correctly identify status could impact our set-aside determination.

PRO-NET/Dynamic Small Business Search

As of Jan 2004 SBA's Pro-Net web site has merged with CCR. It is available through the same web address: www.ccr.gov. It is now called the Dynamic Small Business Search (DSBS). While they share the same web site and much of the information input in one transfers to the other, they are still separate in function and vendors must complete each registration separately. Small Business vendors are encouraged to register in the Dynamic Small Business Search web site. It is a voluntary registration however DSCR uses DSBS in locating sources, verifying vendor size and in making set-aside decisions. Both sites should be maintained and kept active.

INTERNET OPERATION

Defense Supply Center Richmond currently conducts a large portion of its business through the Internet and operates under a paperless solicitation/quote/award principle. Most requirements/solicitations, including those valued over 100K, are publicized on the Internet and no longer be issued in hard copy by the buyers. All Department of Defense solicitations over \$25,000 are currently publicized in Feb Biz Opps at www.fedbizopps.gov. DSCR solicitations, including those under \$25,000 are also publicized on the Procurement Gateway and BSM

GETTING STARTED cont.

websites. Those wishing to do business with DSCR must have a good computer and server to enable fast Internet access. Older computers generally do not have the capability to efficiently handle the volume and speed of download required to do business.

PROCUREMENT GATEWAY

Until the Business Systems Modernization is fully implemented, the Gateway is where DSCR solicitations for products are publicized (except those identified for BSM Release One). The Procurement Gateway is located at <http://progate.daps.dla.mil/home/> and is also available through the DSCR web site at www.dscr.dla.mil, both on the front page and from the Business Opportunities page. The format of the DSCR site changes from time to time with enhancements, however the connection should remain the same. For assistance and guidance operating in the DSCR web site call **Floyd Moore at 804-279-4433 or Leticia Evans at 804-279-4302.**

BUSINESS SYSTEMS MODERNIZATION

As a part of the Defense Logistics Agency (DLA), DSCR is currently undergoing a transition to a new procurement system under BSM (Business Systems Modernization). Manufactured items (products) are still generally procured through the DSCR/ Procurement Gateway websites except for the following DSCR items, issued under Release 1, which are procured through the BSM website: Items for end item application in Helicopters (UH-1, H-3, H-46 and H-53), FSC 5940 and FSC 5970. Over the next few years, migration will shift more items to the BSM structure and site, until all items have migrated to BSM. Starting in 2004, new items will be added to BSM on a regular basis. In addition, Releases 2.1 and 2.2 are targeted to be in place by JAN 2005 and JAN 2006 and will encompass many more, if not all, items. It is important that vendors determine which site is currently and will be publicizing their items of interest. All vendors who desire to do business with DSCR and other DLA Activities should become familiar with the BSM program and prepare for capability to operate under BSM in the future. To learn more about BSM in general, go to <http://www.dla.mil/j-6/bsm/SIRC/default.asp>

The structure of BSM is being revised and modified as it is being utilized, improving effectiveness and coordinating processes toward a goal of a single system/website for all Supply Center procurements. BSM began with the SR web, a site very different from the Gateway. In March 2004 it is expected to move to a new and temporary format that will utilize a version of the Defense Supply Center Columbus DIBBS program, different and separate from the current DIBBS. In July 2004, it is anticipated that additional functional changes to the new DLA DIBBS may alter the process once again. Then, in 2005 and 2006, additional functionality will be added, again bringing changes, ultimately to become a single, common cite for items from all Supply Centers. Vendors currently using the DSCC DIBBS program (<http://dibbs.dscc.dla.mil>) will have to learn the similarities and differences between the two DIBBS programs. DSCR vendors who have not

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dealt with Columbus will have to learn a program different from their current experience. As each change progresses, vendors may experience changes in the process and look of the system. Due to the frequency of change within BSM, this booklet will not provide a BSM descriptive section. Vendors are encouraged to begin reviewing BSM and following changes now, to stay abreast of the process and prepare for the future. Information regarding changes to BSM will be posted in the BSM/sirc website: www.dla.mil/j-6/bsm/SIRC/default.asp.

AUTOMATED BEST VALUE SYSTEM

While many vendors are familiar with the “Low bidder gets award” concept, DSCR uses an Automated Best Value System (ABVS, formerly ABVM) that allows other than the low offeror to receive the award, based on past performance as reflected in an ABVS score. Scores are based on performance history from the prior two years and will now include history with other DLA activities. The areas considered in past performance are quality, delivery and packaging. New vendors, who lack performance history, are given a neutral score. To maintain a high ABVS score, it is important that you maintain quality and timely deliveries on contracts you receive. It is also recommended that you review your score monthly and challenge any incorrect negative data. Questions regarding ABVS scores may be directed to **Brenda Allen at 804-279-5377**.

DSCR ORGANIZATION

DSCR manages items by dividing them into commodity types and giving responsibility to different Product Centers. Each Product Center contains Sections, which consist of Pre and Post-Award Contract Specialists, Technical Personnel (Commodity Services) and Item Managers. If you are selling a product you should identify which Product Center is buying the identified Federal Supply Class (FSC) and contact them with general information regarding your company and capabilities. In many cases, buyers create special mailing lists for individual solicitations. For simplified acquisitions, these mailing lists initiate email notification that a solicitation is available and can be obtained through the web site. Understanding our structure will assist you in marketing your company however it is important to remember that most contracts will come from hard work and research on the DSCR web site. Creating a mailing list is no longer a requirement for a buyer but a courtesy. Do not depend only on others to advise you of opportunity. Seek it out on your own. To identify the points of contact within our structure, go to the DSCR website, click on Business Opportunities and then on Business Operations.

DSCR BUSINESS CONFERENCE

DSCR sponsors a business conference every year the first or second week of June. The conference offers opportunity for both new and experienced vendors. New vendors will find workshops on getting started, alternate offers, technical data, electronic commerce, BSM, and a SB

GETTING STARTED cont.

workshop. Experienced vendors come to learn about new initiatives, participate in Product Center round table discussions, meet buyers, and display their wares. Both vendors and Product Centers set up booths. The conference boasts an average of 1000 attendees. Space (especially booth space) is limited and registration typically fills prior to registration closing, so book early. The announcement is generally publicized on our website in March or April. The 2004 Business Conference is scheduled for 8-10 JUN 04, with registration to begin in March 2004. If you want to do business with us, this is a great way to become familiar with our operations. The point of contact for the conference is generally cited with the posting of the registration.

WEBSITE HINTS / DSCR WEB SITE

THE DSCR WEB SITE: www.dscr.dla.mil

In general, you can do business by utilizing the Procurement Gateway to review available buys, to quote on-line, and to review on-line awards. The DSCR web site serves as a resource for other procurement information such as identification of buyers, item description information and contract history, Quality Assurance Provisions, and Technical Data (which enables on-line capability to view and print digitized drawings, and request technical data packages). ABVS scores are updated regularly and can also be reviewed on line. When you enter our web site you will find several topics to choose from. These choices serve both DSCR customers and vendors. To help you get started we suggest the following:

Upon entering our web site, you have several choices that will provide information and help: DSCR SITE MAP, INSIDE DSCR and BUSINESS OPPORTUNITIES are referenced in the sidebar. The MASTER SOLICITATION and PROCUREMENT GATEWAY are listed under the Quick Links heading. Each of these leads to other areas used by vendors.

SITE MAP: Provides a directory of information based on category of interest (customer, procurement, electronic commerce, etc. This listing is incomplete but highlights the most frequently sought items by vendors and customers alike.

INSIDE DSCR:

BROAD AGENCY ANNOUNCEMENTS – Should any BAAs exist, they would be publicized here. DSCR does not issue many BAAs.

ENGINEERING DIVISION: This area provides a unique and important feature for vendors who are interested in seeking out items for development of competition.

- **Virtual Display Room** – At present DSCR maintains a display room of products that are sole source and need competition. In the future, and for those unable to visit DSCR, there is a virtual display room with pictures and product detail. In addition, there is information to guide vendors in developing Source Approval Request (SAR) packages and a detailed explanation of the Replenishment Parts or Borrow Program.
- **Value Change Proposal** – Vendors who have a contract may propose product improvements via the Value Engineering Change Proposal Clause of the contract. If accepted, the vendor can receive monetary compensation for his efforts.

BUSINESS OPPORTUNITIES: Contains a variety of information related to vendor needs and the procurement process. This is the site that offers the most helpful information for vendors. The following elements are included:

DSCR WEB SITE cont.

SOURCES OF PROCUREMENT INFORMATION:

- **Automated Best Value System** – Due to Privacy Act restrictions, you must have a User ID and password to view your ABVS score on the web site. This is the same ID and password that is used for entry to the Internet Quoting System and the Gateway.
- **Technical Data Management Division** – Allows you to view, print and request drawing packages that will be mailed to you in CD format. Hard copies are no longer available. Response to fax requests (fax no. 804-279-6126) can be slow. The best method to order drawings is via the DSCR/TDMD web site. The current response rate for Internet requests is less than a week. In order to obtain drawings from the TDMD site, a password access is required. Access to export controlled drawings is limited to those with export control approval. Likewise, drawings, which are restricted under Boeing Rights Guard, cannot be viewed unless an agreement has been signed. The User ID assigned will be correlated with the level of access to drawings. If vendor status changes regarding this access, TDMD should be notified so the access level can be upgraded. POCs for obtaining a password at TDMD are Linda Mabry, 804-279-5818 and Patricia Hegamyer, 804-279-5531.
- **Freedom of Information (FOIA):** Provides mail, fax and email addresses for forwarding FOIA requests and identifies associated charges. If personal contact is needed, call Brenda Ryan at 804-279-3209. It also connects to the DSCR “public reading room” providing links to the FAR, Federal Register and CFR.
- **Automated Best Value System (ABVS):** Enables you to check your ABVS score and provides contact points for challenges and questions.
- **Federal Supply Class Listing (FSC):** A complete listing of all FSCs is provided, identifying the managing Supply Center. Do you sell something we manage? If you need to find out which FSC you can supply go to web site www.saecrc.org/search/fsc.html or www.dlis.dla.mil/H6/ to identify products to FSC.
- **Buyer Information Lookup:** Enables the vendor to input a Purchase Request Number, Solicitation Number or Buyer Code to obtain a buyer’s name, phone, fax number and Email address. When inputting a Buyer Code, ignore the first two of the four letters (i.e. PR) and enter the last two letters and the numbers, i.e. BW105. To obtain a list of all buyers in a section put in just the letters associated with the buyer code (i.e. bw). A complete listing of all DSCR buyers is available if the query button is pushed and no information has been input.
- **NSN Procurement Item Description Lookup:** Enables the vendor to enter an NSN and view the item description/ approved sources of supply. It also provides a glimpse into the NSN contract history.

DSCR WEB SITE cont.

- **Quality Assurance Provisions:** Current copies of the full text of the inspection procedures required by our contracts. If the text is not in the contract, you can find it here.
- **Corporate Contracting/Special Acquisition Opportunities:** This site publicizes long term contracts to sole source manufacturers and long term contracts of large NSN groupings based on manufacturing process or other similarity. While large groupings of NSNs make these buys large, they are generally targeted to small business vendors under set-aside requirements.
- **Small Business Acquisitions:** Directs you to the same location as the 'Corporate Contracting/Special Acquisition Opportunities' site, just in case you forget these are opportunities aimed at small business.
- **DOD Forms Program:** Provides access to forms that may be needed in doing business with DOD agencies. DOD forms all begin with the letters 'DD' as in DD2579.
- **Manufacturer Cage/Part Number to NSN Cross Reference:** Allows you to enter a CAGE code and/or Part Number to obtain the corresponding NSN number. Dealers who sell a particular manufacturers items, will find this most useful.
- **Source Approval Request:** This is a guide provided for vendors who are seeking to become approved sources for critical and safety critical items.

BUSINESS OPERATIONS:

- **DSCR'S Product Centers:** There are twelve Product Centers in DSCR's organizational structure. Each PCT handles different commodities. Product Centers 1, 10 and 11 are oriented by Weapon Systems. Explore the PCT listings to discover which product lines they handle and to identify the key management personnel for each Product Center.

CLAUSES AND REGULATIONS: Provides a link to FAR, DFAR, the DSCR Master Solicitation File (local clauses) and other procurement-related regulations.

- **Master Solicitation:** Section 1 contains full text of clauses used in DSCR solicitations. Section 2 contains full text of all Quality Assurance Provisions (QAPS) and most important, Section 4 contains detailed information regarding our PACE system.

ELECTRONIC COMMERCE:

- **Open RFQ and Backorder Search:** Provides a list of all open solicitations with capability to search by PR, FSC, NSN, SOL # or Buyer Code. A unique feature is that it identifies whether backorders exist on the NSN being procured. The list columns can be sorted, if desired, by clicking on the column heading.

DSCR WEB SITE cont.

- **SASPS II RFQ:** Utilizing the SAMMS Automated Small Purchase System, allows you to review automated ("T") solicitations by date with sorting available on Part Number, FSC, Buyer Code, NSN or Solicitation Number. These solicitations should show in the Gateway but occasionally do not. If you quote a lot of "T" solicitations, check here to be sure you don't miss any. All SASPSII solicitations must be quoted via the Internet Quoting System (IQS).
- **EDI POPS Guide:** This is general information that assists you in obtaining and setting up a VAN to enable transmission under our Paperless Order Processing System. Fixed quantity buys generally do not require POPS, however, many of our long term contract arrangements do require POPS capability for processing delivery orders.
- **PROCUREMENT GATEWAY:** Clicking here will lead you to the Procurement Gateway where you can search and view solicitations and awards.

OTHER LINKS:

- **AWARD/SOLICITATION EMAIL REGISTRATION FORM:** An absolute must if you want to get email notification of solicitations and awards. Email notification is legal notification of award. Are you receiving yours?

THE PROCUREMENT GATEWAY: <http://progate.daps.dla.mil/home>

The Gateway (also nicknamed Progate) contains capabilities to set up a PROFILE, search RFQs and AWDs, and do collective queries for groups of solicitations relating to specific items.

THE GATEWAY SIDEBAR:

- **RFQ Search:** Enables a search for open RFQs (small purchases under \$100,000) by various methods, including FSC, NSN, RFQ number, item name and issue/closing dates. Multiple solicitations are reflected in results and can be individually selected and reviewed.
- **RFP Search:** This is a limited search field that allows search of RFPs (purchases over \$100K) based on issue/closing date and solicitation number or purchase request number. It is difficult to locate on general review unless the item has first been located or identified through the Fed Biz Opps synopsis.
- **Award Search:** Enables search for awards by many features including NSN, solicitation number, to FSC and item name, or to the cage code of a vendor. Use it to check on the contract history of an NSN or view the awards of your competition.
- **Drawings:** This feature will provide a drawing for a solicitation where the procurement gateway shows a pencil in the drawing column of the solicitation listings. This system is limited due to the fact that no drawings of restricted nature, including export control and Boeing Rights Guard, are available on this site. We recommend you use the DSCR TDMD site available on the Business Opportunities Page.
- **Specs:** This link will take you to the Quick Assist cite for Federal and Military specifications and standards. It enables view of any DOD specification without charge. It does not contain commercial specifications.
- **User Profile:** A profile of your company is necessary to obtain notices of new solicitations, provide on line quotes and to verify your company ABVS score. Once the profile is completed, it may be several days before an ID number is provided. The ID number is key to accessing and inputting much information. Complete the profile as soon as you have your CAGE code and are CCR registered.
- **Collective Download:** Another direct means of searching for RFQs by FSC. The search can be tailored to recent time frames, the type of solicitation issued and the location issuing the solicitation. Using FSC provides listings for all items within an FSC for the specified period of time. From there each item can be individually selected and reviewed.

PROCUREMENT GATEWAY WEB SITE cont.

PROCUREMENT GATEWAY PASSWORDS and ACCESS

Anyone can enter the DSCR website and browse through our business opportunities page. There is no unique access required to enter the Procurement Gateway or to view open solicitations or awards. The following accesses are restricted however and require passwords:

- **Procurement Gateway Profile** – In order to complete the profile and have the system identify potential solicitations for you, you must have a Gateway User ID and password. To obtain this, enter the Gateway and click on User Profile. On the screen will be an ICON identified for setting up your profile. Click on the icon and complete the information. A User ID and password will be issued and returned via email.
- **Procurement Gateway RFP Search** – your Gateway User ID and Password are required to view any RFP. The requirement enables DSCR to notify any vendor who has viewed an RFP, when an amendment is issued.
- **Internet Quoting System** – Submission of quotes via IQS requires a User ID and Password. This ID and password are the same as the one issued for the Gateway Profile.

PROCUREMENT GATEWAY SOLICITATION NUMBERS

Solicitation numbers identify the Agency, procurement section issuing the solicitation, and the type of solicitation involved. The format always begins with SP0XXX. The 'SP0400' series number indicates that this is a DSCR solicitation. The following are the designations for other Centers:

SP0100 – DSCP Clothing and Textile

SP0200 – DSCP Medical

SP0300 – DSCP Subsistence

SP0500 – DSCP General & Industrial

SP0700 – DSCP Electronics

Each section within DSCR is issued it's own series, i.e. 441, 450, 490. All solicitations coded SP0441 come from the same section. The next two digits represent the fiscal year that the solicitation is issued. The numbers '03' represent 2003; '04' would represent 2004. The Letter in the ninth position, following the year, indicates the general type of solicitation issued. The remaining digits are then a serial number for the sequence the solicitation was issued. The final result is a number such as this: SP0441-02-Q-AB23. The ninth digit is the indicator for the type and value of the solicitation. At present it is broken out as follows.

PROCUREMENT GATEWAY WEB SITE cont.

SIMPLIFIED ACQUISITIONS – valued under \$100,000 – governed by FAR part 13. Resulting awards are identified as purchase orders.

'Q' indicates a solicitation, which is generally more complex in terms than a 'T' solicitation. It is more likely to have higher-level inspection, first article, restricted drawings, long term contract terms etc. An actual buyer received the purchase request, determined the appropriate terms and clauses and initiated a mailing list for computer notification. That buyer can answer questions and will review the offers, evaluate and issue the award. Vendors may submit quotes up to the point of award, even if after the closing date. Offers may be submitted via mail, fax or the IQS system.

'T' indicates that item met criteria for solicitation by the computer. The computer determined what terms would apply and attempts to award the solicitation two days after closing under the PACE system. Even though a buyer code is listed on the solicitation, no buyer actually touches or sees the solicitation unless it fails to be awarded by PACE. Quotations for 'T' solicitations are required to be made through the IQS system. Value is currently set for items below \$25,000.

'U' indicates a manual solicitation by the buyer for, similar to a 'Q' but designated as a Pace award candidate by the buyer. Terms and conditions of PACE apply, the same as for T solicitations.

'X' indicates an "express" quote. Generally issued orally by the buyer due to need for an expedited award. Solicitation time is shorted to a few days or less and the buy is generally not posted on the Gateway. The buyer solicits based on known sources. Value is restricted to those items under \$25,000

LARGE PURCHASES – Valued over \$100,000

'R' indicates that the solicitation is a negotiated procurement, governed by FAR part 15. Offers must be mailed in on the original solicitation format and must be received prior to the closing date. Posted on the Gateway, these items are also publicized in FED BIZ OPS. Late offers are not acceptable unless they meet the criteria of FAR 15.208(b). Resulting awards are identified as contracts.

'B' indicates that the solicitation is an Invitation for Bid, governed by FAR part 14. Seldom used, it requires offers to be exact to the terms of the solicitation. All bids are publicly opened at a specified time. No negotiations take place.

PROCUREMENT GATEWAY AWARD NUMBERS

(Based on the 9th position in the award number)

'M' indicates that the award was generated as the result of a simplified acquisition.

'C' indicates that the award was generated as a result of a large purchase valued over \$100,000. It is a firm, fixed price buy with specific quantities and delivery.

'D' indicates that the award is a long-term contract, generally an indefinite delivery contract.

'V' indicates that the buy was a simplified acquisition and the computer made the award under the PACE program

PROCUREMENT GATEWAY SOLICITATION FORMAT

For Q, X SOLICITATIONS:

The Coversheet

Solicitation Number: SP04XX-02-X-XXXX (Block 1)

Issue and Return By Date

Set-Aside Status

Purchase Request Number: YPGXXXXXXXXXXXX (Block 3)

POC Info: Buyers Name, Buyer Code, Phone, Fax (block 5)

Required Delivery time (Block 6)

FOB Shipping Requirement (Block 7)

Page 2 – IF a page 2 precedes Section a, it is a remarks page created by the buyer to provide additional solicitation information and terms.

Section A (Requirement)

Purchase Request Number YPGXXXXXXXXXXXX

National Stock Number NSN XXXX-XX-XXX-XXXX

Item Name

Descriptive Data on Item: Manufacturer, Part Number, Drawings, Specs, and Unit of Issue

PR Line Items: specifying quantity, Unit of Issue, Variation in Quantity, and Inspection/Acceptance Point

PROCUREMENT GATEWAY WEB SITE cont.

Packaging Criteria: DSCR Uses MIL-Std-2073 for general packaging. Be sure to look at Supplemental Instructions, which may affect Packaging requirements

Marking Instructions I/A/W MilL-Std 129

Ship To Address for Parcel Post and Freight Shipments

Clauses: Sections B through M: Terms and Conditions affecting performance

For T, U SOLICITATIONS

Buyer Code: Listed directly under the DSCR address at the top of the page

NSN followed by Return By Date, Delivery Date, Purchase Request Number

Solicitation Number, Quantity, Unit of Issue, Solicitation Issue Date

Reference citing standard clauses viewable in the Master Solicitation

Statement identifying Small Business Set-Aside (if applicable)

Criticality and Source Inspection (if applicable)

Fast Pay/ Non Fast Pay terms

Item Description (Name, Manufacturer, Part Number, Specs etc.)

Ship To Address

Mark For

Packaging Instructions

Contract History for last three buys

INTERNET QUOTING SYSTEM (IQS)

The Internet Quoting System is used to lodge quotes within the Procurement Gateway. The User ID and Password used for IQS are the same as used for the Gateway. Within IQS you can update vendor profile information, submit quotes for RFQs, batch quote, and search for DLA awards.

Vendors search for an RFQ, then submit a quote. Several options are available for searching including solicitation number, PR number, NSN, FSC, and Nomenclature. RFQs are listed in IQS from the time of issue to the closing date. The information here is not the same as viewing a complete solicitation in the Gateway. It only provides basic information such as quantity and item name. The Gateway version of a solicitation should be viewed to learn all terms and conditions, including clauses.

Quoting is a fill-in-the-blank process. Some information within the quote form is pre-filled with default info, based on information within the vendor profile and as prompted in the first time quote. Once the information is lodged, there is a prompt to review and confirm the accuracy of the quote. If a solicitation is considered open and active (not yet awarded) but past its closing date, select RFQ search and then select all. The solicitation may appear and be quotable.

If a solicitation has closing date has passed and the quote cannot be processed, the vendor should contact the buyer and determine if another means of response is acceptable. Not all solicitations will be accessible after closing date has passed. Once a vendor confirms their quote and it lodges, the vendor will receive a confirmation notice stating the date and time quote is confirmed received by the Government.

If problems occur with the User ID or will the operation of the IQS system, vendor should contact the IQS Help Desk at 215-697-6257 or 6396. You may experience frequent difficulties with the input process. Contact the Help Desk or re-input at a later date. Do not depend on last minute input. Input of the quote must be completed all in one sitting. If you have to re-input at a later time, input must be redone from the start. All blocks within the IQS must be completed. If a block is not applicable, 'N/A' must be input. The system will advise if the solicitation you intend to quote has already been awarded.

IQS requires Netscape Navigator or Microsoft Explorer and may not function properly in other browsers. As with the Gateway, it requires a PDF viewer such as Adobe Acrobat.

MASTER SOLICITATION

DSCR publishes a Master Solicitation on the DSCR Website. The Master Solicitation provides complete text of clauses used in the solicitations, full text of quality assurance provisions, P41 shipping instructions, detailed information regarding PACE awards, Contract Data Requirements List form DD1423, Special Packaging Instructions (SPIs) and Individual Repair Parts Ordering Lists (IRPODs), which may be referenced in solicitations. To become familiar with DSCR requirements and terms, the Master Solicitation should be read and referenced.

GENERAL SOLICITATION TERMS

FOB Destination – Shipping costs to cover freight to destination in unit price

FOB Origin – Shipping costs prepaid and added to bill later – not in unit price

Fast Pay – Payment made based on receipt of invoice

Non-Fast Pay – Payment made based on receipt of signed DD250, after Govt. acceptance

Source Inspection/Acceptance – Inspection at the point of packaging and/or shipment, notify DCMA 30 days prior to actual inspection requirement.

Destination Inspection/Acceptance – Inspection at point of receipt

PRLI – Purchase Request Line Item, a subset of the total quantity broken out by quantities to be shipped to individual locations. Total quantity is the total of all PRLI quantities.

Quantity Variance – Based on each line item, the qty variance allows a variation in shipment from the original line quantity. Maximum variation is +/- 5%. Variation is not issued as practice but only where commercial package qty varies from qty specified, or manufacturing process requires variation. Variation is based on individual line item not total quantity.

First Article/Preproduction Approval – requires a sample of the item to be tested and approved by Government prior to manufacture of the actual production lot.

Quality Assurance Provision (QAP) – the QAP number identifies the requirements and standards for inspection of the material and rejection of parts, which do not meet the requirement.

RECOGNIZING PROCUREMENT RELATED NUMBERS

The following number formats will be seen in the process of quoting. For those new to Government procurement, recognizing which number is which can be confusing. Use the following as a Guide.

Purchase Request Number - YPG##### (also MPG, NPG, RPG, FPG, ARG, LTC) i.e. YPG04238000123

Purchase Request Line Item – PRLI ##### i.e. PRLI 0001 or PRLI 5001

Contract Line Item – CLIN ##### i.e. CLIN 0001 or CLIN 5001

Julian Date - ##### i.e. 04267 (FY04, day 267)

Solicitation Number – SP04## - ## - # - ##### (ninth position T, Q, U, R, B)

Award Number –

TRANSPORTATION

Vendors receiving contracts need to be alert to shipping instructions. A P41 form giving instructions for delivery to government depots is available in section 3 of the Master Solicitation, located on the Business Opportunities page of the DSCR web site. It provides specific information regarding time and dock areas for delivery. For shipping to consolidation and containerization points, vendors need to be sure to obtain proper packaging, clearance and documentation instructions prior to OCONUS shipments. This is done by calling the DLA transportation office. If a contract is administered by DSCR, contact the transportation office at 800-456-5507 or 717-770-2701, or email at delivery@dla.mil. For contracts administered by DCMA, vendors should contact the DCMA office cited on the contract. The following types of items shall not be shipped to a consolidation point without prior authorization: temperature controlled, classified/sensitive, hazardous materials, Type 1 Shelf life, air eligible shipments, and oversize items (10,000 lbs or 600 cubic feet or sea van loads).

PACKAGING

The Government requires preservation, packing, and packaging in accordance with the latest revisions of MIL STD 2073 and marking in accordance with MIL Std 130. Even commercial items are packaged in accordance with MIL STD 2073 and what can be referred to as “standard commercial packaging” still has a level or standard that must be met. All vendors dealing with DSCR should be familiar with this spec or have a packaging specialist who understands Government packaging. Like other specs, these are available at www.dsp.dla.mil. The packaging information is put in a coded format that must be interpreted through charts and may be crossed to other military standards. Packaging is a part of the past performance assessment in ABVS and should always be regarded as important. Those dealing in chemicals and hazardous materials need to pay particular attention to the requirements specified in the contract. Additional packaging instructions may be listed in the solicitation under “Supplemental Instructions”, as well as in any specifications or drawings cited in the AID. Should any conflicting information be identified, the vendor should immediately contact the contracting officer and the Product Center Packaging Specialist for clarification.

For those who can afford the expense, The School of Military Packaging Technology (SMPT) will provide training to contractor personnel. The school is located in Aberdeen Proving Ground, Maryland and can be contacted at 410-278-5185 or www.smpt.apg.army.mil. Eight separate classes are offered, generally requiring five years packaging experience prior to attendance.

MATERIAL SAFETY DATA SHEETS (MSDS)

A copy of the complete MSDS, along with the OSHA HWL (Hazardous Warning Label), is required to be submitted with your offer when identified in the item description of the solicitation. The MSDS must match the item being offered and the item supplied under the pursuing contract. The submitted MSDS and OSHA HWL are reviewed by DSCR technicians to verify accuracy and completeness. Failure to provide an acceptable MSDS/HWL could result in determination as a non-responsive offer. Once a contract is issued the vendor cannot change the item to be supplied unless authorized by the contracting officer, regardless of other approved sources cited in the AID.

LATE OFFERS— RFPs

Vendors should be aware that FAR 15.208 states, offerors are responsible for submitting proposals and any revisions and modifications to the Government office designated in the bid, by the time specified in the solicitation. This means that the bid must reach the desk of that individual, not just DSCR, unless the bid is transmitted electronically, and electronic bids are allowed by the solicitation. The old concept that certified mail would prevent a bid from being determined late, no longer holds. Whatever method is used, it must arrive at the correct site specified in the bid, prior to the specified time. It is important that vendors clearly identify the outer envelope with the location required. Failure to do so may result in a late bid. Fortunately, According to FAR 15.208 (b)(1), late bids may be considered by the Contracting Officer, if they are received prior to award, will not unduly delay the acquisition, and there is evidence it was received by the Government prior to the required time of receipt, or is the only offer received. While a bid that is received by DSCR, but not by the designated office, is deemed late and may be rejected as late, DLA encourages acceptance of offers, which were in control of the Government agency by the closing date/time. The vendor should keep in mind however, it is the contracting officers determination whether or not to accept such a late offer.

In simplified acquisitions, under \$100,000, “Q” solicitations may be sent to the buyer up to the point of award. “T” solicitations will accept offers after closing however; award is attempted two days after closing and everyday thereafter.

TYPES OF PRODUCTS

- AIRCRAFT STRUCTURAL PARTS
- AIRCRAFT MECHANISMS AND SYSTEMS
- AIRCRAFT LANDING GEAR/WHEEL COMPONENTS
- AIRCRAFT ENGINE COMPONENTS
- SPACE VEHICLE COMPONENTS AND EQUIPMENT
- ENGINE SYSTEM COMPONENTS
- WEAPON SYSTEM/AIRCRAFT MAINTENANCE & REPAIR EQUIP
- BEARINGS
- INDUSTRIAL MACHINES
- POWER DRIVEN MACHINERY
- SPECIALIZED INDUSTRIAL MACHINERY
- HAZARDOUS MATL CLEANUP SUPPLIES & RECYCLING EQUIPMENT
- WELDING EQUIPMENT AND SUPPLIES
- MACHINE TOOLS
- JIGS/FIXTURES/TEMPLATES/TAPS/DIES
- POWER AND NON-POWER HAND TOOLS
- ELECTRICAL COMPONENTS/EQUIPMENT
- MOTORS/GENERATORS/CONVERTORS
- CABLE ASSEMBLIES/HARNESSES
- BATTERIES
- CHEMICALS/DYES/GASES
- OILS AND GREASES
- ABRASIVE MATERIALS
- MEASURING DEVICES/INSTRUMENTS/INSTRUMENT PANELS
- AIRBORNE RADIO/TELECOM/RADAR SYSTEMS

REQUIRED SOURCES

There are many opportunities for dealers and manufacturers alike. Some items however are procured from required sources, namely Federal Prison Industries (UNICOR) and the Committee for Purchase from People Who are Blind or Handicapped (NIB/NISH or JWOD). Vendors who want to do business with DSCR should take a moment to check the UNICOR and JWOD sites and understand the program if it affects their commodity.

FEDERAL PRISON INDUSTRIES

FAR 8.605 requires that items listed in the FPI schedule of supplies be procured from FPI unless a waiver is obtained from FPI. Recent legislation and interim guidance has modified the procedure allowing buyers to make a determination of comparability via a market survey and to procure from industry if the FPI item is determined non-comparable. Within DLA the market survey is initiated via a solicitation issued under small business set-aside. FPI is then allowed to come in and compete along with small business for the award. FPI is evaluated under the same criteria as all other offerors, i/a/w the evaluation factors set forth in the solicitation. While SB firms compete with FPI, it is giving them an opportunity they never had before to obtain awards that were exclusive to FPI. One of the largest areas of impact at DSCR is with Cable Assemblies and Wiring Harnesses, which are cited for Federal Prison Industries. Other DSCR FSCs affected by Unicor include 1680, 4920, 5975, 5995, 6110, 6115, 6130, 6140, 6150, 6160, 6645 and 6660. Unicor products can be identified at www.unicor.gov

NIB/NISH

FAR 8.7 states that once a product or service is on the "Procurement List", the Government must buy it from the organization designated by the Committee. There are no exceptions or waivers to this requirement. Products identified by the Committee for Purchase from People Who are Blind or Handicapped are identified at www.jwod.gov under 'Products and Services'. These items are generally inclusive of office products, hardware, bedding, and cleaning and janitorial services.

OFFERING A SERVICE TO DSCR

DSCR is a supplier of military spare parts however we do have needs for services to support our activity and maintain our base, and occasionally procure for other bases. As with any military base, when wanting to provide a service, contact should be made with the Base Support Office. This office handles the bulk of our service contracts. At DSCR the POC in Base Support is **Mike Justis, 804-279-3601, email mike.justis@dla.mil**. He can direct you to a contract specialist who may procure the service or share information provided by your company. Many of the services we procure are awarded via a GSA schedule, which means they do not have to be advertised or further competed. Contractors providing a service should seriously consider contacting the General Services Administration (GSA) and negotiating a GSA schedule for their services. Once in hand, a copy of the schedule should be marketed and shared with our Base Support Office. As required of all vendors, those providing services must be registered in the CCR before doing business with us.

The DSCR Small Business Office reviews many of the requirements prior to solicitation and attempts to identify 8(a) and other small business vendors to support a set-aside. Those over \$25K are advertised in Fed Biz Opps at www.fedbizopps.gov. In addition, the **Builder's & Contractors Exchange Inc**, Norfolk, VA provides a solicitation posting service to its members and posts copies of DSCR construction service solicitations. To contact the Exchange about membership requirements, call them at **(757)-858-0680**. While we do acquire some construction services, those valued over \$200K are forwarded to the Army Corps of Engineers in Norfolk, for procurement by them. Marketing to the Corps of Engineers is advisable. The Small Business POC at the Corps of Engineers is Jack Beecher, 757-441-7077. The Corps publishes their demand forecast on at www.nao.usace.army.mil/Smbiz/frames.htm.

The following services are currently being provided through the JWOD program and are not available for competition: Custodial/Janitorial, Grounds Maintenance, Switchboard.¹

Vendors who wish to market to our Base Support Office should bear a few things in mind. First, our staff is small in proportion to the number of vendors seeking work. It is difficult for the office staff to meet with every vendor who is interested in expressing their capabilities. Seek the opportunity to meet with someone but don't be disappointed if they don't have time. Second, written literature may be the only way you will be able to present yourselves to the buyers. It is certainly what remains after contact. Make sure your literature expresses all your capabilities and reflects something unique or different – that makes it stand out from all others. While commercial experience reflects capability, experience working with the military is definitely of value. Long Term Contracts (5 Yrs) are issued on many of our services. It may be a few years before the opportunity is once again available.

OFFERING A SERVICE TO DSCR cont.

Below are some of the types of services utilized at DSCR:

CONSTRUCTION - Painting, roof repair, new building/office space, plumbing renovation, asbestos removal, fencing, maintenance of tennis courts/pool

CUSTODIAL – Janitorial service, door mats

DISPOSAL – Land fill, hazardous material, spills, general refuse

ELECTRICAL – Lighting, electrical repair, HVAC maintenance, high voltage cables, cooling towers, elevator maintenance, automatic door maintenance, power stations, power systems, cable installation

ENVIRONMENTAL – Lab analysis, water quality, CFC & Halon analysis, Air quality, Environmental Compliance Assessment

LAWN – Tree cutting, fence trimming, landscaping

MAINTENANCE – Pagers, Phone equipment, photo lab, cabletron equipment, Maintenance of Computers, Hardware, Software, ADP Equipment, Telex Controllers, Key punch Machines, Data Printers, Retrieval Systems, Software Support, fax machines

PERSONNEL SUPPORT – Customer Call Center, Day Care Center, Business Operations Support, Contract Distribution, Wellness Program, Cost and Price Support, Weapon System Management Support, Technical/Engineering Support Services, Travel Service, Family Advocacy, Employee Assistance Program, CD ROM equipment, Engineering Services

SECURITY – ADP Controls, Dispatcher Services

TELECOM and INFORMATION TECHNOLOGY – Equipment, Software and Services

PROGRAMS TO HELP SMALL BUSINESS

ARE THERE ANY PROGRAMS TO HELP SMALL BUSINESSES?

SET-ASIDES: DSCR supports the programs developed by the SBA. Our most recognized effort is with set-asides. We utilize small business set-asides, 8(a) and HUBZone set-asides and anticipate use of the SDVOSB set-asides as soon as guidelines are defined. In an effort to create further opportunities, DSCR supports the use of Set-Asides for competitive item descriptions (drawings and specs) even if SB history cannot be established.

EVALUATION PREFERENCES: In addition, we include evaluation preference clauses for HUBZone firms on full and open competition buys valued over \$100,000. The evaluation preference provides a preference of 10% for a HUBZone firm when evaluated against a large business.

As a part of the Department of Defense, we are not authorized to use the Small Disadvantaged Business preference. (The good news is that DOD has met its goals for SDB firms.)

INCENTIVES: The Indian Incentive program clause is included in solicitations of \$500K or more. This gives recognition and evaluation benefit to prime contractors who utilize Native American firms. When the prime vendor contracts with a Native American firm, the prime receives an incentive valued at 5% of the subcontract cost associated with the Native American firm.

OTHER EFFORTS: Our Competition Advocate reviews buys over \$500K for potential competition and assists vendors in submitting alternate items.

PROGRESS PAYMENTS

The Federal Acquisition Regulations specify that Small Business Concerns may obtain progress payments under certain conditions. The use of progress payments may enable a small company to take on a contract larger than their liquid assets might allow, by obtaining payments as they incur expense. Per DFAR 232.501-1, Progress payments allow for payments of 90% of costs incurred for small businesses, 95% for small disadvantaged businesses.

To be eligible, the following must apply:

1. The solicitation must contain Progress Payments clause 52.232-13, and award must contain **52.232-16 ALT I**.
2. The buy must be valued at greater than \$100K or be one of multiple contracts with a total value over \$1M.
3. The contractor must not be able to bill for first delivery of products for a substantial time after work must begin - i.e. the lead-time for the item must be at least 4 months.
4. Contractor will make expenditures during pre-delivery performance that will have a significant impact on the contractor's working capital.
5. The contractor's accounting system and controls must be reliable and adequate for administration of progress payments.
6. The progress payments clause must be incorporated/negotiated into the solicitation prior to award.

Vendors need to assess capabilities early in the solicitation phase. If need is anticipated, the vendor should ask for progress payments clause to be negotiated into the award. If the clause is omitted from the solicitation or award, it cannot be added later and progress payments cannot be authorized. If the clause is included in the solicitation, the use of progress payments may be requested after award. It is also important to note that the inclusion of the clause does not automatically authorize the progress payments. A formal request to the Contracting Officer should be initiated and justification provided. Only after the Contracting Officer approves Progress Payments, will they be issued.

Due to programming issues, solicitations issued through the BSM program are not able to utilize progress payments. It is uncertain if this will change in the future.

IS CERTIFICATION REQUIRED AS A SB, SDB, WOSB, OR HUBZONE TO DO BUSINESS WITH DSCR?

Vendors may, in good faith, represent their status without proof, when responding to solicitations. To make these claims however, **the following require certification by the SBA, whether relating to prime or subcontracts.**

1. Any claims to be a Small Disadvantaged Business
2. Any claims to be a HUBZone concern

All vendors should identify their size/status (all categories) in CCR, regardless of who they are.

WHAT ARE THE BENEFITS OF IDENTIFYING AND CERTIFYING STATUS?

Identifying your company size and status enables us to identify sources for potential set-asides, as well as to document and track our support of small business firms. Certification as a HUBZone vendor enables you to take advantage of HUBZone Set-Asides (requiring at least 2 competing HUBZone vendors), and a 10% price evaluation factor in full and open competition procurements (as long as it does not displace an otherwise successful small business).

Certifying your company as a HUBZone or as a Small Disadvantaged Business will also assist you in marketing yourself as a subcontractor. Prime contractors have to meet legally specified goals for subcontracting. They seek certified small businesses, especially HUBZone and SDB firms (as well as women owned and veteran owned, including service disabled veteran owned businesses) to meet these goals. Doing business direct with a DLA Supply Center is only one part of expanding your business. A significant amount of your work may come from subcontracting.

To look for work as a subcontractor, consult the DOD Booklet “Subcontracting Opportunities with DOD Major Prime Contractors”, available at www.acq.osd.mil/sadbu. In addition, Prime Contractors advertise for subcontractors through the “SubNet”, found at www.sba.gov

ELIGIBILITY REQUIREMENTS FOR 8(a) AWARD

The 8(a) program refers to section 8(a) of the Small Business Act. Is a program developed to assist socially and economically disadvantaged businesses grow in their industry, by providing non-competitive set-asides and set-asides limited to certified 8(a) firms. The program lasts 9 years during which the vendor transitions from reliance on 8(a) contracts to competitive award in the general market. SDB firms who have been in business at least two years can contact their local SBA office for information on becoming an 8(a) firm. Once status is obtained, the vendor must market himself and assist in identifying potential opportunities.

For a vendor to be eligible to supply a product he must:

- a. Be certified by the SBA as an 8(a) firm eligible for award under the program.
- b. Be the manufacturer of the product or be a non-manufacturer meeting the definition of a dealer as defined in the Code of Federal Regulations (CFR) 121.406, providing the product of a domestic small business.
- c. Demonstrate a capability to provide the item as required.
- d. Be determined responsible.

Not adversely impact a small business firm currently supplying the product. Impact Studies are done by the SBA on any potential award valued over \$100,000.

Meet the fair market price.

Vendors interested in obtaining 8(a) awards should identify potential items then research forecasted sales to first determine if any solicitations might be issued within the near future. The vendor should then submit to the Small Business Office, a list of 8(a) NSN candidates he can provide. Long lists of unscreened NSNs are discouraged and do not enhance a vendor's chance of getting an award. Small lists of no more than 10-15 carefully researched items should be submitted. If an NSN contains an item description citing part numbers, the vendor must either be in the AID as a manufacturer or be capable of supplying the product of a small business cited in the AID. **Demonstration of a relationship between vendor and manufacturer, and capability to supply the part number are required.** Manufacturers wanting to supply products in accordance with drawings should be able to demonstrate capability to supply a quality product via prior contract history with the item or similar items.

The availability of certain items and classes of items may be limited by mandatory sources of supply such as FPI and JWOD (See FAR part 9). Any item listed with a mandatory source of supply cannot be utilized in the 8(a) program.

DSCR asks its 8(a) vendors to generally develop a history at DSCR by competitively obtaining contracts and completing performance prior to obtaining sole source 8(a) contracts. By doing

ELIGIBILITY REQUIREMENTS FOR 8(a) AWARD cont.

this, the vendor establishes his reputation as a quality source of supply (as determined by ABVS), demonstrates capability to manufacture an item or type of item, and helps to establish a competitively based fair market price for future awards. As a general rule DSCR determines fair market price of an item by comparing the current price with historical pricing. Before requesting an item be set-aside, vendors should consider whether or not their pricing would be in line with such a fair market price.

Definition: DFARS, defines a non-manufacturer as a concern which does not exceed 500 employees, is primarily engaged in the wholesale or retail trade, normally sells the items being supplied to the general public and will supply the end item of a small business manufacturer or processor in the United States.

HUBZone PROGRAM

The HUBZone program establishes regions within the country that are defined as underutilized business zones. Small Business firms functioning within these zones, who hire at least 35% of their workers from a HUBZone defined region, are eligible to become certified as HUBZone Small Business firms. Certification enables vendors to compete under HUBZone set-aside solicitations. To be eligible for award however, a certified vendor must be a manufacturer or supplying the product of another HUBZone manufacturer, and must have a fair market price. Vendors interested in becoming HUBZone firms should contact their local SBA office or visit the SBA website at www.sba.gov/hubzone.

SMALL BUSINESS SET-ASIDE GUIDELINES

WHEN ARE PROCUREMENTS SET ASIDE FOR SMALL BUSINESS?

<u>\$0 – \$2500</u>	Set-Aside does not apply
<u>\$2500 – \$25,000</u>	Set-Aside requires expectation of response from two small businesses providing the product of two different domestic concerns (large or small business)
<u>\$25,000 – \$100,000</u>	Set-Aside requires expectation of response from two small businesses offering the product of a single domestic small business manufacturer .
<u>Over \$100,000</u>	Set-Aside requires expectation of response from two small businesses offering the product of two different small business manufacturers .
<u>Partial Set-Asides</u>	may be used in solicitations over \$100K, when a quantity is severable into two or more economic production runs or reasonable lots and one or more small business concerns can satisfy the set-aside portion. More than two concerns (one large and one small) must be expected to respond. Instructions for partial set-aside awards are cited in FAR 19.502-3(c)
<u>QPL Items</u>	Based on FAR 19.502-5(c) QPL items are not set-aside for SB when large business firms are on the QPL and express a desire to participate.

GENERAL BUYING PRACTICES

On the following pages are some general buying practices you should be familiar with before you begin dealing with DSCR. While all Federal Agencies follow FAR guidelines, internal processes may be unique and different. As a part of the Defense Logistics Agency, we utilize systems different from other military activities. The way you do business with us and the format of buys may be different from what you have seen elsewhere. The format of our item descriptions and solicitations, the evaluation factors involved in award and contract types vary depending on the requirement and the system used in publication. Understanding the basics of these procedures will help you in understanding what to quote, and the importance of how you quote.

AUTOMATED BEST VALUE SYSTEM

ABVS is a method of assessing prior vendor performance. All DLA activities use ABVS as an evaluation factor for award. At DSCR, clause **52.215-9G06** must be included in the solicitation before ABVS can be applied. Application of the ABVS allows award to be made at other than the low price. In brief, ABVS relates performance to three criteria – Quality, Packaging, and Delivery. Did the item conform to the contract? Was it packaged properly? Was it delivered late and if so, how late? Through a mathematical formula, a score of 0-100 is developed, with 100 being the best possible score (not a percentage). New vendors with no prior performance receive a neutral score of 999. Neutral scores are not viewed in a negative fashion and do not generally affect a vendors ability to obtain a contract. ABVS is an assessment of risk, not a determination of responsibility. It is contracting officer judgement whether to award to the lowest price or a vendor with a better ABVS (less risk). The decision will vary with the Contracting Officer and GAO has upheld Contracting Officer decisions. **Even small differences in ABVS may make a difference, so check your ABVS score monthly and keep that quality at it's best.**

If you get into trouble and your ABVS score drops, make a plan to resolve the problems, advise the Product Centers of your efforts, and carry through until your ABVS improves. Remember, contracts affect your ABVS score for two years. Even one problem can have a long-term impact, especially as you get started doing business with us. Be careful and keep your performance at its best at all times.

One of the biggest impacts to ABVS is delinquent delivery. Be sure that the delivery you quote is realistic and achievable. If our requested delivery is unrealistic, advise the buyer and propose a realistic delivery. Another reason hurt their ABVS score, is when a vendor quotes many solicitations hoping to get one. In reality, many awards may be issued and the vendor is suddenly unable to handle production requirements of many awards at once. Failure to deliver timely and cancellation of contracts impact ABVS.

Contracts may be modified to extend delivery. Modification itself however does not alleviate impact to ABVS scores. At the time of modification, a determination is made regarding the cause of the delay in delivery. If the delay is Government caused, there will be no impact to ABVS. If however, the determination is that the vendor caused the delay, the ABVS will be impacted based on the original delivery, regardless of modification or any consideration (money) paid.

PACE AWARDS

“T” solicitations are initiated by the computer in the Procurement Gateway and the computer attempts to make award two days after closing, based on preset guidelines described in Section 4 of the Master Solicitation. For this reason it is important to quote these solicitations with the exact terms requested. In addition, PACE awards utilize a delivery evaluation factor (DEF), not utilized in other solicitations. The evaluation factor is applied any time the quoted delivery term differs from the term requested by the RDD. For evaluation purposes (only), DEF decreases your quoted price when your quoted delivery term is shorter than the requested delivery term. When your quoted delivery term is longer than the requested RDD, DEF increases your quoted price. When your quoted delivery is the same as the requested delivery term, DEF neither decreases nor increases your quoted price; your evaluated price is the same as your quoted price. The application of DEF could result in award to a vendor with a higher price but a shorter delivery term. Consult the DSCR Master Solicitation (on our web site) for detailed PACE terms.

Note that ABVS does not apply in PACE (“T”) solicitations as an evaluation factor, however your contract performance will count toward your ABVS score. This can be important if you are trying to improve your ABVS score.

LONG-TERM CONTRACTING

DSCR issues many long-term contracts. These contracts are more than just a fixed price, fixed quantity. Generally they contain a range of annual estimated quantity, a separate ordering quantity and a small guaranteed quantity. These quantities will be utilized over a period of a year or years with option terms. Over \$100,000, the most common type of long-term contract is the Indefinite Quantity Contract. Under \$100,000. Long-term contracts are identified as Indefinite Delivery Purchase Orders (IDPOs).

What Is An Indefinite Quantity Contract (IQC)?

An IQC is a contract issued for an estimated but indefinite quantity to be issued via delivery orders during a specified period of contract performance. This is the government's preferred method of long term contracting. Total value of an IQC, including all option years, is anticipated to exceed \$100,000. The limitation of the contract is based on the maximum estimated annual demand quantity for each contract period. Typically, contracts are issued with a base year and up to four option years. Each option year must be exercised via a modification to make the option effective. The determination to exercise the option is made solely by the Government.

What is An Indefinite Delivery Purchase Order (IDPO)?

An IDPO is a purchase order (not a contract), that is issued for an estimated but indefinite quantity to be issued via delivery orders during a specified period of contract performance. Like the indefinite quantity contract, it sets minimum and maximum delivery order sizes and an estimated annual demand. Its term is based on the maximum contract value of \$100,000. The contract expires whenever the threshold of \$100,000 is attained, with a maximum of 5 years allowed.

Specific terms associated with an LTC include:

Guaranteed Minimum – a minimum quantity the government agrees to buy during the contract period. The government is not obligated to buy any quantity beyond the guaranteed minimum quantity and may, if justified, buy elsewhere after that quantity has been procured (though that is not the intent and is not a common occurrence). The guaranteed minimum provides a vendor assurance of some sales and delineates where vendor risk in pricing begins.

Estimated Annual Demand/Quantity – the actual quantity the government estimates that it will order during the contract period. Estimates are based on prior demand history (delete: and are accurate) but not assured. A check with contract history will reflect the consistency pattern of prior demand history.

Contract Maximum Quantity – This is the maximum cumulative quantity the government can procure during the period of contract performance. If a contract period runs from January to December and in September the full quantity is reached, no further orders will be issued until the new contract period (option) is exercised.

LONG-TERM CONTRACTING cont.

Minimum Order Quantity – This is the minimum quantity that will be ordered at one time in a delivery order. It is usually based on average demand quantity ordered by requisitioners. Consideration of this quantity is critical in pricing and considering production to order.

Maximum Order Quantity – This sets the maximum quantity that will be ordered at one time in a delivery order. The Government may order a larger quantity but vendors have the right to decline the order or request a modification to the delivery schedule to meet the increased demand. At no time can the order quantity exceed the (accumulated) maximum contract quantity.

Flexible Option – The flexible option clause is a clause referenced (52.217-9G15 – section I of the solicitation) in some long-term contracts that allows the government to exercise an option earlier than the expiration of the contract term. If a contract covers a period from January to December and the full contract quantity is utilized in September, the contracting officer will not have to wait until December to exercise the option. With the flexible option, the option can be exercised in September and the new contract period would then run from September to August of the next year. While this process may shorten the ultimate contract period, the quantities are not altered and both vendor and government are unharmed by the action.

POPS – “Paperless Order Processing System” – POPS is a computer program used to communicate delivery orders electronically via 850 transactions. It requires use of special software and a Value Added Network (VAN). If the POPS clause (C3 - 52.211-9G33) is included in the solicitation, failure to comply with POPS during award performance may result in a termination for default. While a vendor need not have the system in place at the time of solicitation, the vendor must have the system in place within thirty days after award.

BLANKET PURCHASE AGREEMENTS

Other Agencies refer to “purchase agreements” that are pre-arranged agreements which must be signed prior to doing business with the agency. DSCR requires no such agreements, only that you are registered on the CCR. These purchase agreements are often confused with Blanket Purchase Agreements.

DSCR does have a “Blanket Purchase Agreement” program, which is utilized to make awards below \$25,000. **FAR 13.303** and **FAR 16.7** discuss the BPA. A blanket purchase agreement (BPA) is a negotiated set of terms to which awards can be made. Items are solicited competitively, with delivery orders issued against the terms of the BPA. Items and vendors are included in the BPA program based on specific sets of criteria. Once in the program, solicitations are competed, but only among vendors with BPA's in place. The basis for establishing a BPA is very specific.

The Basis for establishing a BPA is as follows:

- a. There is a wide variety of items in a broad class of supplies or services that are generally purchased, but the exact items, quantities, and delivery requirements are not known in advance and may vary considerably.
- b. There is a need to provide commercial sources of supply for one or more offices or projects in a given area that do not have or need authority to purchase otherwise.
- c. The use of this procedure would avoid the writing of numerous purchase orders.
- d. There is no existing requirements contract for the same supply or service that the contracting activity is required to use.

SUPPLIERS considered for the BPA program should have:

- a. A dependable past performance
- b. A history of quality services and supplies at lower prices
- c. Have provided numerous purchases at or below the simplified acquisition threshold
- d. A letter certifying status as an authorized distributor for a manufacturer
- e. Access to electronic commerce/electronic data interchange capability (ANSI X12)

Solicitations issued under the BPA system will have a “Z” in the ninth position of the solicitation number. Award numbers will contain an AA or AB in the ninth position of the basic agreement. Once the BPA number is issued, it will remain in effect until the vendor requests removal of the BPA. The BPA award number is automatically updated every year with a new FY in the seventh and eighth position. No formal notice is sent to confirm this.

POINT OF CONTACT FOR BLANKET PURCHASE AGREEMENTS

Barbara Johnson	(804) 279-5126	FAX (804) 279-6013	bajohnson@dscr.dla.mil
Debra Barber	(804) 279-6120	FAX (804) 279-6013	Dbarber@dscr.dla.mil

SURGE REQUIREMENTS

Many DSCR long-term contracts now specify Surge quantities. Surge requirements are excess requirements (above the basic qty) that must be available with an accelerated delivery. These would typically be utilized during times of war or unforeseen surges in demand. **Vendors must be capable of supplying any normal contract quantities at the same time as any surge requirement.** Surge items are listed as a separate line item, allowing vendors to reflect a premium price (if justified) to compensate for any overtime shifts, stock rotations/storage, equipment, shipping costs that may be required to supply the surge quantity. The Government determines the quantity and delivery desired for the surge requirements. The vendor provides the price necessary to meet the demand. Due to the criticality of availability, vendors are generally asked to provide the Government with a surge and sustainment plan that details how the vendor will meet the requirements. Surge is referenced in **DFARS 217.208-70** and discussed in detail in **DFARS clause 252.217-7001**. Look for the Surge clause in section I of the solicitation. POC for general Surge questions is Don Liter, **804-279-6648** or Joie Coppedge, **804-279-3073**.

MARKETBASKETS

Marketbaskets are long term contracts for large groupings of multiple NSNs that are pulled together based on manufacturing process. Due to the variety and size of these buys, they are evaluated on a line item basis, enabling a vendor to respond less than the full number of NSNs. Most of these buys contain competitive item descriptions and are solicited as some type of set-aside (SB, HUBZone or 8(a)). Vendors who are interested in these buys must be careful to consider the volume of NSNs they quote, the impact on their production lines, ability to meet delivery of multiple items at the same time, impact of surge requirements as well as the normal impact of packaging and delivery order requirements. Careful attention must be paid to detail in the solicitation. Marketbaskets are highlighted on the DSCR Business Opportunities page, under Corporate Contracting/ Special Acquisitions and Small Business Acquisitions.

COMMON TYPES OF ITEM DESCRIPTIONS

The following are typical item descriptions found in DSCR solicitations. Understanding these will enable you to understand what you must provide and the responsibility for determining the product is exact.

Manufacturer's CAGE and part number

Items cited by manufacturer's CAGE and part number may reference a single manufacturer or more than one manufacturer and item. Only the manufacturers and part numbers cited in the AID are approved sources. Anything other than those items is considered an alternate offer and requires complete technical data on the item being offered and the item in the AID before an evaluation of acceptability can be made. In many cases, data is either proprietary or unavailable to the Government. The Government maintains responsibility for determining acceptability of alternate products. Acceptability may be determined by the procuring activity or by the Engineering Support Activity in the case of critical application items. Products may be purchased from an approved manufacturer or an authorized dealer of the manufacturer. Distributors may be asked to provide proof of capability to obtain OEM parts. Any product other than the approved item should be clearly identified as an alternate in the quote.

Manufacturer's CAGE, Part Number (Revision) With Source Control

Items cited by a single manufacturer's CAGE and part number with a possible reference to a revision (even though a drawing may or may not have been referenced). The item description contains a statement "Source Control Item" followed by a list of "approved sources" each cited by manufacturer's name and CAGE, but no part number. The solicitation will cite the source approval authority, which may or may not be the Original Equipment Manufacturer cited in the AID. The source approval authority controls the item design and the approval of sources for manufacture. DSCR does not get involved in approval of sources or evaluation of data for these items. While drawings may be available through freedom of information, they are not guaranteed to be the latest revision. Vendors who wish to be approved must contact the source approval authority directly and comply with any requirements set by them. Only those vendors cited as approved sources may supply the item and approval is required prior to solicitation closing. The item being supplied must be the original OEM's part number and to the OEM's latest revision, in effect at the time of the manufacture. A vendor referencing his own part number I/A/W the OEM is not acceptable. Vendors must reference the OEM part number and revision when submitting their offer.

Occasionally, a Government drawing may cite configuration control. The item description contains a statement "Configuration Control Item" followed by a list of "acceptable sources", each cited by manufacturer's name and CAGE but no part number. The approving source is the Engineering Support Activity (ESA). The ESA controls the item design and the approval of sources for manufacture. The procuring activity does not provide approval of source or evalua-

COMMON TYPES OF ITEM DESCRIPTIONS cont.

tion of data for those items but forwards all data to the ESA for review. Data should be submitted through the contract specialist to our technical personnel. Only those manufacturers cited as approved sources may supply the item. The item being supplied must be the OEM's part number and to the OEM's latest revision, in effect at the time of the manufacture. A vendor referencing his own part number I/A/W the OEM is not acceptable. Vendors must reference the OEM part number and revision when submitting their offer.

Drawings, Citing Revision And Type/Part Number And TDPL

Item descriptions generally cite a drawing by reference and may or may not specifically spell out the originator of the drawing. Whether a government agency or a commercial vendor designed the drawings, the drawings are not proprietary and are "unrestricted" for public use. As a result, items cited by the drawing are considered competitive. The procuring activity supplies the drawings to the public upon request. At DSCR most drawings are made available through TDMD on our web site. The drawings are gathered by technical personnel, verified for completeness and compiled into a Technical Data Parts List (TDPL). The parts list is generally referenced in the AID along with the drawing. Any vendor may supply an item manufactured "I/A/W the drawing". The material supplied must be manufactured to the details and specifications of the drawing. Any variation from the drawing is considered unacceptable unless the AID or government technical personnel specify a waiver or exception to the drawing. No evaluation of item offered takes place prior to award.

Drawings With Export Control Restrictions

Items citing drawings with export control restrictions follow the same description patterns as regular drawings but contain an additional statement regarding export control. Drawings with this restriction, though available publicly for use, cannot leave the country or be provided to foreign countries, sources or personnel. Availability of drawings is restricted to individuals/companies who provide proof of secure facilities for storage of the documents and security controls in place. Companies must apply for access to export controlled data. Any person or company who has not been reviewed and certified for export control cannot obtain a drawing or data package. Any drawings lost in transit must be tracked and located. Drawings must be ordered and obtained by the individual or company holding the certificate. Government personnel cannot obtain export control drawings for vendors. A web site for verification of export certification is located at www.dlis.dla.mil/ccal. Export control drawings are available through the TDMD on the DSCR web site. Access to the drawings is verified by the vendor CAGE code and is restricted based on verification of sign-on information with the CCAL.

COMMON TYPES OF ITEM DESCRIPTIONS cont.

Federal And Military Specifications

Specifications are performance and quality/test oriented. They do not tell anyone how to build or make an item but how it must perform and the standards it must perform to. All government agencies use federal specifications. Military specifications are usually designed by and for a specific branch of the military. Specs are referenced as MIL-SPEC or MIL-STD (MIL or MS) and FED-SPEC. Item descriptions containing specifications do not reference manufacturers CAGE or part number. Instead, like drawings they reference a revision and Type Number or Type P/N. Specifications are competitive and can be made by anyone who can build to the standards specified. Offers must be based on the specifications and not something similar. Vendors are generally expected to obtain specifications on their own. Specifications are available through web site www.dsp.dla.mil. For specifications with Qualified Products List (QPL), only those vendors whose names and addresses appear on the list and only those part numbers referenced on the list are approved and can be provided.

ALTERNATE OFFERS

Any offer of a product other than that cited in the Acquisition Item Description (AID); or, any offer of the exact product cited in the AID manufactured by a source not currently listed in the AID is considered an alternate offer. Below the item description is a statement regarding the availability of technical data. If no data is available, it is the responsibility of the offeror to submit complete technical data on the product cited, and any alternate product offered if that is the case. Technical data should include all documents necessary to manufacture the part, including support drawings and specifications, except that when a Mylar is required, a statement that the Mylar is in your possession is sufficient, the Mylar need not be provided. The data should be submitted to the buyer with your quotation when there is an active procurement in process, or may be sent to the Competition Advocate when there is no buy pending.

In the case of **source-controlled items**, only those sources cited on the Original Equipment Manufacturer's (OEM) drawing are considered approved. Any other source must contact the OEM directly to have their item approved. This action must be taken prior to solicitation closure.

SOURCE APPROVAL REQUESTS

Vendors seeking to become approved sources for **Configuration Controlled, Flight Safety Critical and Critical Application items must have their items** reviewed and approved by the Engineering Support Activity. Information is forwarded via a Source Approval Request (SAR) Package. The Navy and Army put out instructions regarding preparation of the Source Approval Requests (SAR). For information regarding Navy items go to www.navicp.navy.mil/sabs/sas/sasindex.htm – Source Approval Request Procedures. For Army packages, use www.redstone.army.mil/cmo/ – Qualification Procedures for Aviation Requirements. The Air Force does not publish specific guidelines, but follows the same basic procedures. At DSCR we support all the services. For vendor ease and to reduce confusion, DSCR has created it's own guide for Source Approval Packages, based on a compilation of the Service guidelines. Vendors who submit SAR packages through DSCR must submit their packages in accordance with the guidelines set forth on the DSCR web site under Business Opportunities, Source Approval Request. Packages not submitted in accordance with these guidelines are more likely to be rejected. Take the time to do it right! Please also note that SAR packages should not be submitted where the item description is competitive (in accordance with a drawing or spec) or in accordance with proprietary data (part numbered items). As with Alternate Offers, SAR packages may be submitted through the buyer (for open solicitations) or through the Competition Advocate. Additional information may be found on the DSCR Homepage under the Small Business Office, Office of the Competition Advocate.

FIRST ARTICLE TESTING

Certain items, due to their critical nature, require a first article approval prior to production. Items requiring first article, will cite first article in the item description and contain clause 52.209-3 (contractor testing) or 52.209-4 (Government testing). If contractor testing is cited, the vendor is required to price the cost of first article separate from the cost of the production lot, under an additive line item. The total cost of the production lot and the first article charge are combined for evaluation of price for award. Vendors who have previously performed first article within the last three years or performed on a similar item can request a waiver of first article. A technician will make the determination whether or not to waive first article requirements. Contracts requiring first article are bilateral and vendor risks termination for default if his product fails to pass. Vendors should not manufacture production lots until first article is approved. Any action to do so is at the risk of the vendor and may not be reimbursed by the Government if the product fails first article and the contract is cancelled.

QUALITY SYSTEMS

All vendors who supply the Government should have a quality system in place. Quality assurance provisions vary from product to product. Some may be as simple as a kind, count inspection. Others may specify in-process inspection to high level standards such as to **ISO 9001, ISO 9002, Mil-I-45208, or Mil-Q-9858**. All origin inspection however requires that vendors have a quality system in place – this includes distributors. The most basic quality assurance provision (QAP) requires an inspection system I/A/W FAR Clause **52.246-2**. This means there should be some process for verifying product and quality, even at a simple level, and that the vendor has a system of documenting and recording the inspection of products. Records of all the examinations and tests are to be maintained by the contractor for a period of at least two to four years after final contract delivery, depending on the QAP. Higher-level inspections require documented records to indicate the nature and number of observations made, and the number and type of deficiencies found. Data included in inspection and test records is to be used for trend analysis and to assess corrective action effectiveness. The text of a QAP should be printed in full in Section E of the solicitation. The revision cited in the solicitation is required for contract compliance. For general information, the current text of Quality Assurance Provisions is available on the Business Opportunities page of the DSCR web site.

EVALUATION CRITERIA

Evaluation of DSCR solicitations varies with the type of solicitation issued. Below are some of the standard criteria seen and considered:

ABVS: Award may be made to other than the low offeror based on ABVS score. Obviously the higher the score, the less the risk to the Government, the better the value, offsetting price. There are no set guidelines as to what is good, better, or best. It is the decision of the Contracting Officer and may vary from buy to buy. ABVS is not applicable unless included in Section M of the solicitation clauses. Procurement Gateway "T" solicitations are not evaluated using ABVS. Most other buys use ABVS.

DEF/ DRI: Delivery Evaluation Factor (DEF)/ Delivery Reduction Incentive as a calculated formula is utilized in PACE awards and in buys over \$10,000 (where warranted). It evaluates delivery days and adds or subtracts a factor based on the number of days quoted. Be sure to read the Master Solicitation to understand this evaluation factor. Where DEF is used, failure to meet the date on contract may result in reduction of unit price paid.

Delivery: Delivery may be an evaluation factor in large purchases. If so, it must be clearly specified that delivery (not just the delivery portion of ABVS) is a factor. In this case there is no formula calculated, it is simply a comparison of delivery among offers and in comparison with the Government required delivery, looking for the best delivery that meets or exceeds the Government requirement. Urgent and Compelling buys are most likely to utilize delivery in evaluation.

FOB Origin/Inspection at Origin: Any time a solicitation is solicited with shipment to destination or inspection at destination and a vendor quotes origin an evaluation factor is added. For vendors quoting FOB Origin, the Government estimates shipping costs and adds those costs to the bid for evaluation purposes (only). For inspection at origin, DSCR adds a monetary factor based on clause 52.213-9G02, currently set at \$150.00 - \$250.00.

Evaluation for Multiple awards: Where the award will be made on a line item basis (such as in Market Baskets) the Government will consider the benefit /cost associated with having to write additional contracts. If it is cheaper to write two contracts, the award will be split. If the cost of awarding two contracts exceeds the cost of a single award, then award may be made to other than the low offeror on a single item of a multi-line item solicitation. Cost of awarding and administering a contract is estimated at \$500.00 and is identified in FAR clause 52.214-22.

Subcontracting Plans: When complex buys specify technical evaluation, one factor in the evaluation may be the subcontracting plan. Small Businesses are not required to submit a subcontracting plan. As such FAR 15.305(a)(5) states that small business concerns will be given the highest rating for that evaluation factor.

EVALUATION CRITERIA cont.

Foreign Items/Buy American Act/Trade Agreements Act: Under the Small Business Set-Aside vendors must provide a domestic (small business) product. Any offer of foreign material cannot be considered for award. In Unrestricted buys, over \$10,000 (under \$169,000) foreign material falls under the Buy American Act. If domestic and non-domestic offers have been received, and the non-domestic material is not from a qualifying country (see DFARS 225.872-1) a factor of 50% will be added to the non-domestic material – for evaluation purposes only. Over \$169,000 the Trade Agreements Act allows material only from countries designated in DFARS 252.225-7021. Offers of material from non-designated countries cannot be considered. Some items at DSCR cannot accept foreign material at any cost due to Appropriation Fund restrictions. If this is the case, it should be identified in a clause. Vendors offering foreign material should clearly identify the country of origin on their offer.

PRE-AWARD SURVEY/ DETERMINATION OF RESPONSIBILITY

The Contracting Officer is responsible for determining a vendor responsible to receive award in accordance with criteria set forth in FAR 9.104-1. If the buyer feels he does not have sufficient information to make that determination or a vendor is new to the Government or has a poor performance record, the Contracting Officer may request a pre-award survey be done to assess vendor capability. Pre-award surveys are conducted by the Defense Contract Management Agency and require on site visits to determine financial, production and technical capability to perform the proposed contract. Should a small business vendor be determined non-responsible, a certificate of competency will be sought. Refusal to cooperate with a pre-award survey or COC, may contribute to a determination of non-responsibility and ineligibility to receive award.

DEBRIEFING

In purchases over \$100,000 vendors who submit offers have a right to a debriefing – an opportunity to understand why they were unsuccessful as an offeror. Many vendors do not take this opportunity to learn. Those who are excluded from the competitive range or otherwise excluded from competition prior to award must make their request for debriefing in writing to the Contracting Officer, within three days after receipt of the notice of exclusion from competition. The purpose of the debriefing is to help vendors understand their proposal evaluation and the basis for the award decision. Generally, a debriefing based on removal from the competitive range will explain the evaluation of the significant elements within the vendors offer, the rationale for elimination of the offer, and an explanation of the source selection process. The Contracting Officer cannot disclose the number of other offers, their identity, content of their offers, or the evaluation of those other offers. Otherwise unsuccessful offerors (those whose offers were in the competitive range and were evaluated) may request a post-award debriefing. Their request must be in writing, within three days after receipt of notification of award. Generally, their debriefing will discuss the evaluation of significant weaknesses or deficiencies in the offer, the overall cost or price and technical rating, past performance assessment, the overall ranking of all offerors, and the rationale for the award. Point by point comparisons of offers cannot be made. In addition the Contracting Officer cannot reveal trade secrets, confidential or proprietary information, cost breakdowns or similar information. In complex solicitations where multiple evaluation factors exist, the debriefing can be a tool to assess strengths and weaknesses that will enable better competition on future acquisitions. It can also help a vendor become alert to buyer concerns of which he is not already aware. Please be aware that a debriefing is not an opportunity to correct a bid or submit new information. It cannot alter the decision already made.

PROTESTS

We hope that your experience with DSCR is good and profitable. Occasionally vendors feel that they were mistreated or unfairly denied award. It is our earnest effort and desire to be fair to all parties and to follow regulations as required. If however, you find yourself in a situation you do not understand, we encourage you to contact the buyer or Contracting Officer and discuss your concerns. Communication is the best tool available to ease concerns. Should you need help from the Small Business Office in explaining the process of evaluation or other concerns, we will be glad to help. We cannot guarantee you will like the answers you get, but you should always feel that you understand the process or decision and that it was proper. Should you have concerns that do not resolve at the level of the Contracting Officer or Product Center, DSCR has an Arbitration program that helps to facilitate communication and resolution to issues.

As a last resort, all vendors have the right to file protest, if they believe there is a mistake or they have been wronged in the procurement process. Vendors may protest a solicitation or other request by an agency for offers for the procurement of property or services, the cancellation of a solicitation or request, an award or proposed award, a termination or cancellation of award (if the termination or cancellation is based in whole or in part on improprieties concerning the award of the contract). By definition, only interested parties have a right to file a protest. FAR 33.101 defines the "Interested party" as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract

When a protest is filed, it should be concise, logical, contain ALL pertinent information and documentation, and be filed in a timely fashion. Protests regarding solicitations should be filed prior to solicitation closing; those regarding awards and other issues should be filed no later than 10 days after the basis of the protest is known or should have been known.

A protest may be filed at the Contracting Officer level, the Agency level or with the General Accounting Office. Filing at the Agency Level assures that the Head of Procurement reviews the protest, though the protest is still sent to the Contracting Officer. Agency level protests should clearly state they are in accordance with Executive Order 12979 and should be sent to the Contracting Officer. Filing for a local level protest, does not alleviate or alter the time frame for filing with GAO. Protests to the GAO must be in writing and addressed as follows: General Counsel, General Accounting Office, 441 G Street, NW, Washington, DC 20548, Attention: Procurement Law Control Group. For details regarding GAO protests, visit www.gao.gov and look for Legal Products, Bid Protests.

We encourage you to resolve problems at the lowest level possible and to contact our office if we can be of help.

SUGGESTIONS FOR MACHINE SHOPS

Many items we procure can be made by machine shops, however machine shops wanting to bid to DSCR offer a unique situation. DSCR buys by item name and FSC. Items may be referenced by part number, spec or by drawing. Buyers however, are generally not familiar with the machine processes, material requirements or general manufacturing methods required to build an item. Since the procurement process does not identify needs by manufacturing processes, it is unlikely that DSCR buyers will seek out manufacturers based on capability. This places a unique burden on machine shops to identify their capabilities by product rather than process and to search for opportunities based on their knowledge rather than to depend on the Government to identify capability and contact them. It is recommended that machine shops review their job lists for the last two years and identify the items manufactured, by name, categorize them into product types and generalities, relate them to Federal Supply Classes and then identify the appropriate Product Center for contacts. When sending literature to buyers, do not send brochures, which list equipment and processes. Send literature, which displays pictures of products and identifies general product names. When seeking items in the Procurement Gateway, vendors should look for items citing a drawing or specification without source or configuration control. These are generally competitive items with no pre-qualification requirements and drawings will be available on the web site. Some items call for first article testing. Vendors who have never made the item can receive the award but must perform and pass first article before full production is begun.

Some things to remember as a machine shop:

1. Talk to buyers about your products – not your processes.
2. Be sure you have an approved quality system in place.

HINTS FOR SUCCESS

Understand your market:

Buyers/websites relate to FSC and product name – not processes or materials.
DSCR buys consumables – repeat buys, not unique, one-time built products.
Quality counts – Aircraft parts are critical! ABVS is important.
Find out why you did not win an award you bid. Adjust your processes.
Internet means access – Don't wait for someone to notify you of opportunities.

Know your product/capabilities:

Identify the FSC relating to the product.
Understand the terms "approved" and "alternate" product.
Make sure your product matches all our specification requirements.
Be prepared to provide detailed tech data on not yet approved products.
Verify your capability to meet ALL terms – check with suppliers and production mgr.
Don't quote more than you can handle. Multiple awards may come in at one time.

Pay attention to the requirement:

Read the clauses. Know what terms you are accepting.
Review the entire specification or drawing, don't assume changes are minor.
Clarify any uncertainties. Don't wait until after award.
Understand inspection requirements.
Verify capability to meet delivery/qty with price. Make sure your price is good 90 days.
Be sure before you quote.
Consider risk factors when quoting long-term contracts.

Market yourself:

Use the tools available – The Procurement Gateway is there for you.
Put your CAGE code on everything. Know it by heart.
Be specific talking to buyers. Identify your products/sources – not processes.
Talk to Technicians about processes. Find out our technical needs.
Find out what the Product Center needs are. Where are the overall voids?
Look for ways you can fill a gap, meet a need or provide something others can't.
Always respond to direct inquiry. No response means no interest.
Be sure you can do what you claim. A successful contract supports a good ABVS score.
Come to the DSCR business conference in June. Meet DSCR personnel and learn.

HINTS FOR SUCCESS cont.

Be Patient:

It takes time to get an award. Some awards are made quickly but others take months. Call occasionally to remind buyers who you are. Don't call every day or every week. When you call for status of a solicitation, ask the buyer when you should call back.

Be Effective:

You may be anxious to do business with DSCR and want to jump in and quote everything you see, but heed a word of caution. Those who jump in often get caught short – unprepared to handle the response, unfamiliar with contract terms and wasting time shooting in the dark at anything seen. Take the time (2-3 months) to look at the Gateway. Identify FSCs that work for you. Look at every solicitation and identify which ones you could quote. Take those solicitations and read them. Become familiar with terms and quality requirements, check NSN contract history for pricing to see if you are competitive, build a list of buyers to contact, and a list of DSCRs nomenclatures that you could use in RFQ searches. Identify what's most frequently solicited so you don't waste time searching for, or quoting, stuff that comes only once a year. The more you learn up front, the more effective your time will be spent later.

Remember!

You cannot receive an award unless your registration in the Central Contractor Registration is current! You must be registered and you must update every year.

Make sure you certify your company size and status in CCR and Pro-Net, when quoting in IQS and in BSM. Identify yourself!!

WHO DO I CONTACT?

If a solicitation has been issued and not yet closed, questions regarding the solicitation should be directed to the Contract Specialist (Buyer) cited in the 'Issued By' block of the solicitation. The Contract Specialist should be able to answer any questions directly related to the solicitation. Vendors are reminded that PACE solicitations, are generated by the computer. Buyers do not receive copies of the solicitations unless they fail to be awarded by PACE. If assistance is needed on a PACE solicitation ('T' solicitation), the buyer may have to research information prior to response.

Once a solicitation is awarded, questions should be directed to the Contract Administrator identified in the 'Issued By' block of the contract. The buyer no longer has the file on the desk and is not responsible for any further actions. Any problems with a contract should be identified ASAP after award and the contracting officer notified immediately.

Technical questions may be directed to a Technician (Commodity Specialist) however; they should be directed through the buyer or administrator so that they are aware of any concerns.

Protests are best directed to the Contracting Officer who signed the award, whether or not they are designated as Agency level protests.

Vendors generally do not speak with the Item Managers who generate the requirements and manage the demand forecasts. Forecast information is available on the web site.

General questions regarding policy, concerns directly impacting small business and general assistance in doing business with DSCR may be directed to the Small Business Office. If you are uncertain whom to contact, the Small Business Office can help direct you.

Any actions or questions, which may affect performance of a contract, should be put in writing for documentation. Remember, it is the Contracting Officer who has authority with regards to a contract/ contract performance. Any actions or recommendations affecting performance should be obtained through or signed off by a Contracting Officer.

THE SMALL BUSINESS OFFICE

WHERE DO WE FIT IN?

The DSCR Small Business Office is officially a part of the Defense Supply Center Richmond, a logistical part of the Department of Defense and Defense Logistics Agency. We are not a direct part of the Small Business Administration however we act to support the programs of the Small Business Administration and ensure an equitable opportunity for small business in the acquisition process at the Defense Supply Center Richmond. We communicate and interact with the SBA and other Small Business activities (Procurement Technical Assistance Centers, WOSB Centers, etc) on a regular basis. Our existence is a requirement of FAR 19.201 (d) and (e). The Competition Advocate functions within and as part of the Small Business Office, supporting and encouraging competition in accordance with the requirements of the Competition in Contracting Act. The Business Opportunity Center, with sample products on display for reverse engineering, is a co-located function of the Directorate of Product Development, completing the vendor outreach offered by DSCR.

WHAT CAN WE DO FOR YOU?

Explain Government procurement terminology, procedures and regulations

Identify points of contact

Assist in identifying Federal Stock Classes related to products

Assist in understanding the DSCR web site

Direct you to other useful web sites

Support and implement Small Business Programs

Review and Recommend Solicitation set-aside status

Provide Assistance in compiling a subcontracting plan

Assist in communication with DSCR personnel when issues arise

Act as an Ombudsman

Provide assistance in expanding Competition

THE SMALL BUSINESS OFFICE...HERE TO SERVE YOU

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DEBRA WILLIAMS - Secretary **804-279-3287**
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OFFICE FAX **804-279-6615**

WANT TO REACH US TOLL FREE?
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Clerk
804-279-5547

The Competition in Contracting Act established the Competition Advocate (COMPAD) position for the purpose of removing all barriers to a competitive acquisition process. In theory, competition in the market place should result in better prices from all potential sources, and avoid the “horror stories” of the early 1980’s. The Competition Advocate is NOT an avenue for protest. However, if you believe competition is being hampered in any way contact the Competition Advocate’s office for clarification or action.

Internally, the COMPAD is required to review all sole source procurements in excess of \$500,000.00. At that time, recommendations can be made to have additional sources solicited. If you have supplied the items that DSCR manages to the Original Equipment Manufacturer (OEM), you may want to contact the COMPAD with information about your firm.

This office can also assist with questions arising on the Alternate Offer Program.

The information required for evaluation can differ based on the commodity or the item. The specific data requirements for the item being purchased will be reflected in the solicitation.

COMPAD can also help by:

- Acting in your behalf to process an alternate offer when there is no current acquisition in process for that item.
- If circumstances will not accommodate the delay associated with the evaluation of an alternate offer prior to award, the evaluation will still take place but you will receive the results of the evaluation from the COMPAD office, not the buyer.
- The standard processing time allowed for the evaluation of an alternate offer is 45 days, providing the evaluation is performed at DSCR. Critical items require evaluation by the Engineering Support Activity, and the delay can be significant.
- The COMPAD can also determine status if there is an inordinate delay.

On a case-by-case basis, the COMPAD office can assist in cross-referencing part numbers to National Stock Numbers. Due to limited resources, extensive lists are discouraged. Access to the reference used is available on-site within the Business Opportunities Center.

THE BUSINESS OPPORTUNITY CENTER

New Products Program – Reverse Engineering

RPPOB – Sales Sample Program

HERE TO SERVE YOU

EDWIN LILLY

Program Manager

804-279-5863

RPPOB – Sales Sample Program

The Business Opportunity Center, **located in the reception area of Building 32**, offers an opportunity to view sole source items that by nature offer either a value or volume worthy of review for competition. The items are rotated on a periodic basis (as deemed necessary). For those interested in reverse engineering, samples can be bought. **The lobby is open from 7:30 -4:00pm Monday to Friday.**

NSN Assignment – New Products Program

Assistance in assigning National Stock Numbers is provided to vendors who have new and innovative, environmentally safe products. The items must have an acknowledged interest by Federal Agencies/ services (with points of contact) or prior documented Government sales. Only those items with Federal Stock Classes managed by this Center are considered for assignment.

LINKS TO SMALL BUSINESS WEB SITES

Key Web Sites for Small Business:

- The SBA: There are several locations with SBA web sites that can be helpful.
The main web site:www.sba.gov
SBA – WOSB infowww.sba.gov/GC/indexprograms-cawbo.html
SBA – HUBZone info:www.sba.gov/hubzone
SBA–Veteran Owned Businesswww.sba.gov/GC/indexprograms-vets.html
SBA – Govt. Contractingwww.sba.gov/gcbd
SBA – Wm. Business Ctr.:www.sba.gov/financing/special/women.html
The SBA Classroomwww.sba.gov/training

Other Program Information:

- Indian Incentive Programwww.acq.osd.mil/sadbu/iip
Mentor Protégé Programwww.acq.osd.mil/sadbu/mentor_protégé/participate

Related Agencies:

- DOD:www.caq.osd.mil/sadbu
• DLA:www.dla.mil/db
• ARMY:www.amc.army.mil/amc/smlbus
• NAVY:www.hq.navy.mil/sadbu
• AIR FORCE:www.selltoairforce.org
• GSA:www.gsa.gov
• DCMA (DCMC):www.dcma.mil
• Woman’s Business Ctr:www.onlinewbc.gov
• Virginia Procurement Pipeline:www.virginiabusiness.org
• PTACS:www.dla.mil/db/procurem.htm

Potential Source Lists/Verification of vendor status:

- PRO-NET:www.pro-net.sba.gov
• SUB-NET:<http://web.sba.gov/subnet/>
• MINORITIES:www.nmbc.org/publications.cfm
• VOSB:<http://buyveteran.com/>
• SDVOSB:<http://www.dvbe.com/home2.php>
• CCR:www.ccr.gov
• Export Control:www.dlis.dla.mil/jcp

LINKS TO SMALL BUSINESS WEB SITES cont.

General Information:

- GILS – (Government Information Locator Service):www.sba.gov/gils
- Specifications & Stds/ Engineering Activities:www.dsp.dla.mil
- DFAS: (Vendor Payments):www.dfas.mil
- FED BIZ OPPS:www.fedbizopps.gov
- CAGE Code Search:www.dlis.dla.mil/CAGE_welcome.asp
- DLIS:www.dlis.dla.mil
- PROC HISTORY DATA MART:<http://phdmbeta.ctcgsc.org/dispatch/show.home>

Publications/Regulations:

- FAR and FACs:<http://farsite.hill.af.mil/>
- CFR:www.access.gpo.gov/nara/cfr/cfr-table-search.html
- DOD SADBUE Publications:www.acq.osd.mil/sadbu
 - Includes: Selling to the Military
 - Small Business Specialists
 - Subcontracting Opportunities with DOD Major Prime Contractors
 - Procurement Technical Assistance Program
 - Guide to DOD Contracting Opportunities
- ACQUISITION NETwww.arnet.gov
 - Includes: FAR
 - Virtual Library
 - Office of Procurement Policy
 - Links

OTHER SOURCES OF TRAINING AND INFORMATION

PROCUREMENT TECHNICAL ASSISTANCE CENTERS

Procurement Technical Assistance Centers (PTACS) provide a range of services, generally at no charge or nominal cost to the vendor. The primary focus of the PTACS is to provide assistance and training to vendors who seek to do business with Federal, State and local Government. The PTAC can help firms match their capabilities to Government requirements, assist in locating procurement opportunities, provide technical assistance in bid preparation, help in resolving any contract issues that arise, provide marketing guidance, as well as provide general knowledge in terms of regulations. There are PTACs located in every state. For a list of PTACS go to www.dla.mil/pta.

DEFENSE LOGISTICS AGENCY

DLA has created a course entitled "Doing Business With The Defense Logistics Agency". The course is offered several times a year and is rotated among the different DLA Supply Centers. For more information, contact the DLA Training Center in Columbus, Ohio at 1-800-458-7903. Courses are limited in size so early registration is important.

DEFENSE SUPPLY CENTER COLUMBUS

DSCC offers a Training, Knowledge and Opportunity (TKO) Seminar for vendors on a regular basis. While this course is not directly related to DSCR processes, it can provide additional knowledge and understanding of general processes and requirements. For information go to the DSCC website at www.dsccl.dla.mil/news/events/tko.

ABSTRACT SERVICES

The following list of abstract services is not intended to be a complete list. These are simply abstract services known to do business at DSCR. It is listed here for the convenience of the vendors who seek assistance in identifying potential solicitations. It is no way an advertisement, endorsement of the companies or of the quality of their services. Vendors are encouraged to search further within their local areas to find other potential abstract services and then to consider all possibilities.

DAY & DAY, Inc (Alan L. Day)

22648 Glenn Drive, Suite 102
Sterling, VA 20164-4447
(703) 709-7212
Fax: (703) 709-7213

Defense Automated Bidders Service (Billy Benton)

262 Eastgate Dr. S/342
Aiken, SC 29803
Telephone: 803-685-6166
Fax 803-685-6165
Email: benton@baruch.com

SOS-Sales Opportunity Services, Inc. (Kevin B. Isenberg)

Operations Center
P.O. Box 951
Altoona, PA 16603
Telephone: 800-225-6853
Fax: 814-949-3339

OTHER DLA ADDRESSES

Defense Supply Center Columbus

Small Business Office

Columbus, OH 43216-5000

(614) 692-3541 or 1-800-262-3272

Defense Supply Center Philadelphia

Small Business Office

Philadelphia, PA 19111-5096

(215) 737-2321 (Outside Pennsylvania) 1-800-523-0705

Defense Energy Support Center

Small Business Office

Fort Belvoir, VA 22060-6222

(703) 767-9400 or (Outside VA) 1-800-523-2601, (In VA) 1-800-468-8893

FAR/DFARS AVAILABILITY

FAR/DFAR can be viewed free through a variety of websites including www.arnet.gov and <http://farsite.hill.af.mil/>

Paper Copies of the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) can be purchased from:

(Loose-leaf version)

- Government printing Officewww.gpo.gov

(Compact edition)

- CCH Incwww.cch.com
4025 W. Peterson Ave
Chicago, IL 60646
1-800-248-3248

JULIAN CALENDAR

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

JULIAN CALENDAR - Leap Year

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

PROCUREMENT ABBREVIATIONS/TERMS

TERM/ ABBREVIATION	DEFINITION
ABVS	Automated Best Value System - a calculated formula that assesses past performance based on quality, delivery and packaging performance. ABVS is an evaluation factor and may be the basis for award at other than the lowest price. Vendors with no history are scored 999.99 with no negative impact. Maximum possible score is 100. Score is not a percentage.
Administrator Code	Like a Buyer Code, this is a code assigned to each Post Award Administrator. It is generally referenced on the coversheet of the award along with the DSCR address in block identifying contract "Issued By". Once an award has been made, any questions or actions should be directed to the Post Award Administrator cited on the contract.
AID	Acquisition Item Description - also referred to in the past as PID (Procurement Item Description). It is how we identify our items and includes the reference to the NSN, Item Name and descriptive data.
ANSI	A reference to the American National Standards Institute. ANSI standards are sometimes referenced in the item description. Copies of the standard must be obtained from the institute.
BAA	Broad Agency Announcement – A notice from the government that requests scientific or research proposals from private firms concerning certain areas of interest to the government. The proposals submitted by the private firms may lead to contracts.
Bid set	A term used to describe the complete technical data package (TDPL), which is sufficient for procurement.
BPA	Blanket Purchase Agreement– The BPA is an agreed to set of terms and conditions used to order products with small quantity demands regularly valuing less than \$25,000.00. The government has the right to issue delivery orders on an as needed basis. The DSCR section, which handles BPA's, establishes an NSN as a BPA candidate based on vendor identification and government criteria, and negotiates the contract terms. Solicitations are competed among BPA holders only.
BSM	Business Systems Modernization– a new computer program used by DLA to procure supplies. It will eventually replace the Procurement Gateway. The system is currently in testing and is to be phased in by 2006 with small releases of NSNs as time goes by. Currently, both BSM and the Procurement Gateway are being utilized to procure items.

PROCUREMENT ABBREVIATIONS/TERMS cont.

Buyer Code	Every Buyer at DSCR is assigned a Buyer Code. The Buyer Code remains with the section where the Buyer is assigned to work therefore Buyers will change their Buyer Codes as they move from section to section. Always check to see that the Buyer Code is current. On the solicitation coversheet, all buyer codes begin with PR. Ignore the PR when looking up the Buyer Code. PRBR776 is Buyer Code BR776.
CAGE Code	Contractor and Government Entity code– a five-digit number assigned to a company to represent the company's physical address. It is used for mailing, payments and administrative records. A vendor cannot do business without a CAGE code.
CBD	Commerce Business Daily– CBD was a publication used to announce Government solicitations valued over \$100,000. The CBD has been replaced by Fed Biz Opps.
CCR	Central Contractor Registration– CCR is a central registration point. No vendor can do business with the Federal Government until registration in the CCR is complete (and a CAGE code is assigned). The registration must be updated yearly and is separate from other local registrations required by individual agencies. At DSCR it is recommended you complete the PROFILE registration cited in the Procurement Gateway to enable quoting as well as provide notification of open solicitations and awards.
CDD	Contract Delivery Date– the date of delivery required by a contract. CDD is specified on a line item basis.
CFR	Code of Federal Regulations– a compilation of Law passed by congress. Small Business Regulations are located in 13 CFR 12 -126.
CLIN	Contract Line Item Number
COMPAD	Competition Advocate - a person assigned to oversee actions affecting competition including justifications for other than full and open competition and alternate offers.
CONUS	Refers to the continental United States. To state that delivery is CONUS is to say that delivery could be anywhere in the continental U.S. (48 states)
DCMA	Defense Contract Management Agency– the Agency that overseas administration of origin inspection contracts, dispatches QARs and audits/monitors subcontracting plans.

PROCUREMENT ABBREVIATIONS/TERMS cont.

DFAR	Dept of Defense FAR Supplement– Interpretation and regulations specifically for Department of Defense Procurement. Supplements FAR.
DFAS	Defense Finance and Accounting Service - The government organization which issues payments to vendors. Located in Columbus, Ohio, DFAS issues payments in accordance with the terms of the contract. Payments are made by electronic fund transfer. The DFAS web site is www.dfas.mil
DLA	Defense Logistics Agency– the Agency responsible for supplying military needs. The Agency is headquartered in Ft. Belvoir, VA and maintains several ICPs including DSCR, DSCP, DSCC and DESC.
DLIS	Defense Logistics Information Systems– the part of DLA that manages the data used by DLA supply centers. It is responsible for maintaining and collecting our data and serving as our database.
Drawings	Some items at DSCR are required to be manufactured in accordance with a drawing. The drawing may have been designed by a government agency or a commercial vendor. If a drawing is cited in the AID, the vendor is responsible for assuring the product he offers meets the standards and requirements of the drawing.
DSCR, DISC, DSCP, DSCC, DESC	Abbreviations for the Supply Centers, which procure supplies for the Military. Each Supply Center manages different items. DSC = Defense Supply Center DSCR= Defense Supply Center Richmond, DSCP (Formerly DISC) = Philadelphia, DSCC = Columbus, DESC=Energy Supply Ctr, Ft Belvoir. To see which Center manages which FSC, click on our web site, then Business Opportunities and Federal Supply Class Listings.
DUNS Number	DUNS represents Data Universal Numbering System. This number is used to identify a business in its automated file. A DUNS number can be obtained by calling DUN & Bradstreet at 800-333-0505. You will need to provide the following information: company name, address, phone, date company established and number of employees. An application form is also available on the Internet at www.dnb.com/aboutdb/dunsform.htm
DVD	Also referred to as Direct Delivery or Direct Vendor Delivery. It indicates that material be shipped direct to the requisitioner. A DVD solicitation may cite, as a final destination, an overseas address for shipping, however vendors pay only for shipping within the USA and generally a US address is provided for vendor shipping.

PROCUREMENT ABBREVIATIONS/TERMS cont.

EC	Electronic Commerce
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer is a method of computerized transfer of funds from one bank account to another – commonly used for direct deposit. The Government requires all payments be made by EFT and all vendors must arrange with their banks to set up an EFT account number for the Government to use.
ESA	Engineering Support Activity– the Military activity designated as responsible for the maintenance, review and approval of technical engineering data for a specific item. Each Service has specified ESA locations.
ESOC	Emergency Supply Operations Center– A group of personnel set apart exclusively to work high priority buys generally identified as non-mission capable status (NMCS -work stoppage, grounded aircraft etc.) A call from our ESOC group should prompt fast service and extra effort to meet urgent requirements.
FAR	Federal Acquisition Regulations– the main guidance for procurement of supplies and services in the Federal Government.
FAT	First Article Testing– A performance test required on certain items prior to manufacture. A specified sample of the product is tested and must be approved prior to manufacture of a full production run. Testing is generally extensive and expensive. Costs are identified in the solicitation response. FAT is generally associated with item descriptions citing a drawing but not all drawings require a FAT.
FED BIZ OPPS	Fed Biz Opps is a website used by DSCR to advertise solicitations valued over \$100,000 for supplies or \$25,000 for services. Vendors should use this site to identify items even if using the Procurement Gateway. Items publicized in Fed Biz Opps are published 30days prior to solicitation issue. The website address is www.fedbizopps.gov
FMS	Foreign Military Sales– Sales of component parts to foreign militaries based on agreements with the US Government. When quoting on an FMS solicitation, terms must be maintained as FOB Origin/Inspection Origin to assure prompt vendor payment and alleviate any concerns for shipping to an unknown destination.
FOB Destination	Refers to shipment. Destination means transportation cost is included in the cost of the item and vendor maintains responsibility for the item to the point of destination.

PROCUREMENT ABBREVIATIONS/TERMS cont.

FOB Origin	Refers to shipment. Origin means the transportation costs are not included. (Normally they would be prepaid and added as a separate line item to the invoice). The Government takes responsibility for the item from point of shipment. Note, most solicitations are issued with terms of FOB Destination. If Origin is then quoted, the government will estimate shipping costs and add the estimate to the quoted price for purposes of evaluation.
FSC	Federal Stock Class— a term for the first four digits of an NSN. It identifies government procured commodities into broad categories. Defense Supply Center Management responsibilities are divided based on assignment of FSCs.
FSCAP	Flight Safety Critical Application Part
FSCM	Federal Supply Code for Manufacturers— an old term for CAGE code.
FSG	Federal Supply Group— The first two digits of a four digit federal stock class (FSC) and therefore, the first two digits of an NSN. It is the broadest categorization of an item. For example FSG 14 is Guided Missiles, but FSC 1420 is missile components, while 1430 is Missile Remote Control Systems.
HCA	Head of the Contracting Activity
HUBZ or HUB	A HUBZone SB concern
IAW or I/A/W	In Accordance With
IFB	Invitation for Bid— a term used for formal solicitations, valued over \$100,000 on competitive items where vendors are required to quote to exact Government requirements with no exception and bids are opened in a public forum, exposing prices. Award is based on price alone. Few solicitations are issued at DSCR under an IFB. IFB solicitations contain a “B” in the solicitation number such as SP0480-04-B-2379.
IDPO	Indefinite Delivery Purchase Order— a form of long term purchase order that contains minimum and maximum order quantities, estimated annual demand and limits contract to five years or \$100,000., whichever comes first.
IQC	Indefinite Quantity Contract— a form of long term contract that contains minimum and maximum quantities and a guaranteed minimum quantity in lieu of a fixed quantity and delivery.
IQS	Internet Quoting System - the program used by vendors to input their electronic quotes. Quoting must be done via IQS when quoting “T” solicitations in the Gateway. It is optional for “Q” solicitations.

PROCUREMENT ABBREVIATIONS/TERMS cont.

Julian Date	A date based on the Julian Calendar. It refers to the date based on the number of days in a year. The Julian date consists of five digits. The first two identify the year. The last three identify the day of the year (from day 1 to day 365). For 2000 the Julian date begins with 00, for 2004 it begins 04. Julian date 00023 would be Jan 23, 2000. Julian date 04345 would be Dec 11, 2004.
LTC	Long Term Contract– a contract issued with a base period (usually 1 year) and multiple option periods of 1 or more years each.
NAICS	NAICS code is a six-digit number assigned to identify industries by major economic industrial classifications. It is also used to determine business size status for eligibility in set-aside solicitations. In OCT 2000, the NAICS code superceded the SIC code.
NIIN	National Item Identification Number– The second of two main parts of the National Stock Number. (See NSN.) The NIIN is unique with no two items having the same NIIN. An item can be tracked in technical files using just the NIIN. Contract files require the full NSN to track information.
NMCS	Non-mission capable status– indicates that the requisitioner in the field cannot complete his mission without the requested part. It is the most urgent of all status requests.
Nomenclature	Another Term for Item (noun) name, considered part of the item description
NSN	National Stock Number - A government tracking number consisting of a Federal Stock Class (FSC) and a National Item Identification Number (NIIN). The number is used by requisitioners to identify the item needed and is associated with all buys related to that item. More than one part number may be associated with an NSN however all parts associated will have to be the same in fit, form and function. A National Stock number breaks down as follows: 6150-00-234-5967 61= FSG 6150=FSC 00=Country assigning the NSN 234-5967=serial number 00-234-5967=NIIN
OCONUS	Refers to the geographic area outside the United States. While shipment may be destined for a location outside the USA, vendors are given a CONUS address for the first point of shipment and do not pay costs for shipment beyond Continental U.S. borders.
P/N	Part Number– associated with a manufacturer, drawing or specification. It may be part of an item description.

PROCUREMENT ABBREVIATIONS/TERMS cont.

PCT	Product Center– A division of DSCR broken out by Commodity or Weapon System. A Product Center is a self-contained unit that contains all Technical, Quality, Item Management and Procurement Personnel necessary to support the procurement process.
Personnel Titles	Commodity Services– A term referring to the Equipment Specialist Branch of personnel. Equipment Specialists function as both Technicians and Quality Assurance. Procurement Branch of personnel refers to both Pre and Post Award personnel. Pre-Award personnel are Buyers; handling buys from initiation of a purchase request to point of award. Post Award personnel are Administrators, handling all issues from point of award to Payment. Item Managers determine the amount of material to be procured, generate the buys and track backorders. They occasionally assist in expediting contracts.
Phone Extension	All phone extensions are direct lines at DSCR. The DSCR phone number begins with 804-279 -XXXX. Just add the phone extension number to dial direct. For those with Auto van, use DSN prefix 695.
PID	Procurement Item Description– Old term for an AID.
PIIN	Procurement Item Identification Number– another term for contract number.
PR	Purchase Request– the requirement as provided to the buyer prior to solicitation. Contains no clauses or terms.
PRLI	Purchase Request Line Item
PTAC	Procurement Technical Assistance Center
Purchase Request Number	PR Number– A number assigned to a purchase request when it is initiated. It stays with a requirement from time of inception to final payment. It is the best reference number for tracking purposes. A purchase request at DSCR begins with a YPG, NPG, FPG, RPG, ARG or similar reference and contains 11 digits after that. The first five digits are a Julian Date, created when the purchase request was initiated, and the remainder is a serial number, that begins with 000001 each day.
QAP	Quality Assurance Provision. Every buy, which contains origin inspection requirements, cites a QAP to detail the inspection levels and standards required. Copies of all QAPs are available on the DSCR web site. Click on “Business Opportunities”, then on “Quality Assurance Provisions”.

PROCUREMENT ABBREVIATIONS/TERMS cont.

QAR	Quality Assurance Representative
QPL	Quality Products List– A list of pre-tested, qualified manufacturers and products as they relate to a specific military specification. A solicitation specifying a QPL restriction requires contractors to supply only the source and part number specified on the QPL list.
RDD	Required Delivery Date– the date the requisitioner needed to have the item.
RFP	Request for Proposal– a formal negotiated solicitation issued for buys over \$100,000 and resulting in a formal contract (as opposed to a purchase order). A solicitation closing time is set and late offers are unacceptable unless they meet the guidelines of FAR part 15. Offers remain sealed until closing date and are not exposed until award is made and an abstract is distributed. Vendors should always obtain a formal copy of an RFP before attempting to make an offer. RFP solicitations contain an “R” in the solicitation number such as SP0441-00-R-2345
RFQ	Request for Quotation– used as a term for simplified acquisition solicitations. Resulting in a purchase order, the vendor presents terms and the government makes an offer (a purchase order), which is accepted by the act of fulfillment of the order. It is not a bilateral contract.
SAR	Source Approval Request– a technical data package compiled to support a request for evaluation of an item by the Engineering Support Activity (ESA) in the hope of becoming an approved source of supply.
SB	Small Business
SDB	Small Disadvantaged Business
Set-Aside	A solicitation set-aside for award to small business. Set aside decisions are based on anticipated response to a solicitation and are recommended/ approved prior to soliciting.
SIC Code	Standard Industrial Classification codes are numbers assigned to identify industries by major economic industrial classifications. It is also used to determine business size status for eligibility in set-aside solicitations. In OCT 2000, the SIC code was replaced by NAICS.

PROCUREMENT ABBREVIATIONS/TERMS cont.

Solicitation

Number

A number assigned to a purchase request when it is solicited. The solicitation number begins with SP0 and is used to reference the intended buy from the initiation of solicitation to evaluation for award. Each Supply Center is assigned its own SP0 number. To distinguish whether a buy was initiated by a specific Center look at the SP0: SP0400 series = DSCR, SP0500 series = DSCP, SP0700 and SP0900 series = DSCC. The middle digits indicate the Fiscal Year (FY) that the solicitation was issued. The next letter refers to the type of solicitation issued: T= Automated Small Purchase (under \$100K). Q= Manual Small Purchase (under \$100K) X= Express Quote R= Request For Proposal (over \$100K) B= Invitation for Bid (over \$100K)

SOW

Statement of Work– A specific statement regarding the requirements needed in a service contract. The statement of work should include all aspects of job requirements, performance and assessment.

Specs

Some items at DSCR are required to be manufactured in accordance with a specification. The specification may be designated as a Federal Specification (Fed-Spec– applicable to all military services), a Military Specification (Mil-Spec– used by a specific service) or a commercial specification such as NAS or ANSI. If a specification is cited in the AID, the vendor is responsible for assuring the product he offers meets the requirements of the specification.

Stock

Material being stored in a Depot for later shipment to a requisitioner. A stock buy is one being shipped to a depot and will require full bar coding (logmars) labels.

SURGE

Surge is a qty requirement specified within a contract specifically for meeting needed requirements in times of war or other emergencies. The quantities and delivery specified, are in addition to the quantities regularly required by the contract.

Surplus Material

Material that is procured from a Government facility under the Defense Reutilization and Marketing Office (DRMO) Sales process. Certification of material history is required with the quotation/offer and may or may not be acceptable upon technical evaluation. Material from commercial vendors, which has not previously been sold to the Government, is not considered surplus material.

PROCUREMENT ABBREVIATIONS/TERMS cont.

TDMD	Technical Data Management Division– The DSCR branch responsible for review, maintenance and distribution of drawings associated with DSCR managed items. For points of contact go to the DSCR web site and click on “Business Opportunities”, then on “Technical Data Management Division”.
TDPL	Technical Data Parts List. Item descriptions, which contain drawing references, will frequently carry a referenced TDPL number. This is a number assigned to the entire package of drawings required to make the item. It contains the basic and supplemental drawings. Referring to a TDPL can eliminate the risk of getting only a basic drawing when supplemental data is required. A TDPL is not a drawing in and of itself.
Technical Data	Technical Data may or may not be available on items purchased at DSCR. Typically, part numbered items do not have available technical data, and any vendor wanting to offer an alternate product will have to supply both his data and any data he can obtain on the part in the AID. Specifications and drawings are publicly available. If a drawing is cited however in a source controlled AID, the Government does not have/provide drawings. The OEM cited in the AID is responsible for release of the drawing and approval of sources. DSCR makes competitive drawing packages available on its web site.
TIN Number	Taxpayer Identification Number (TIN) is an employer identification number assigned by the IRS when registering a company to do business in the US. It is required by CFR 301.6109.1 Newly formed companies can obtain a TIN by calling the IRS at 1-800-829-1040.
U/I	Unit of Issue. Common Units of Issue include: AY = assembly, BG = bag, BX = Box, CN = can, CY = cylinder, DZ = dozen, EA = each, GL = gallon, KT = kit, LT = Lot, PK = package, PR = pair, QT = quart, RO = roll, TU = tube
Unrestricted	A term used to describe a solicitation in which both large and small businesses may compete for award.
VOSB	Veteran Owned Small Business
SDVOSB	Service Disabled Veteran Owned Small Business
WOSB	Woman Owned Small Business

This booklet has been compiled by Anne Mastricola at the DSCR Small Business Office. The information contained in this booklet is intended to assist vendors in understanding DLA and DSCR processes. Due to changes in policy and the ever-changing process of procurement, this booklet may not be accurate at all times. If there is a question regarding the current nature of processes described in this booklet, any corrections, or comments, please direct them to:

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